



# Missouri Board of Pharmacy

## INSPECTION DOCUMENT REQUEST

(Please provide the following documents for Inspector review.)

### LICENSES/REGISTRATIONS

- BNDD and DEA registration (if not posted)

### TECHNICIANS

- Technician list
- Pending technician applications

### DRUG RECEIPT RECORDS

- Non-controlled invoices from wholesaler, warehouse, other suppliers
- Schedule 3-5 invoices from wholesaler, warehouse, other suppliers
- Receipt records from other pharmacies, intra-company transactions
- Borrow/loan transactions

### DRUG DISTRIBUTION RECORDS

- Distribution to other pharmacies, intra-company transactions
- Borrow/loan transactions
- Distribution to other practitioners (prescribers, hospitals, ambulance, etc)
- Distribution to reverse distributors or for destruction purposes

### CONTROLLED SUBSTANCE INVENTORY

- Last two annual controlled substance inventories
- Newly scheduled or rescheduled drug inventory
- Pharmacist-in-charge change inventory

### SCHEDULE II DRUG ORDERS

- Completed 222 forms
- Completed electronic CSOS orders

### PSEUDOEPHEDRINE OTC SALES

- DEA Combat Meth Act self-certification (if not posted)
- Database sales records

### CONTROLLED SUBSTANCE LOSS REPORTS

- Loss reports

### NON-STERILE COMPOUNDING

- Compound log including batch records
- Certificate of analysis for non-compendial active ingredients
- Adverse reaction investigation documentation
- Recall documentation

### STERILE COMPOUNDING

- Policies and procedures
- Personnel training documentation
- Personnel annual aseptic technique validation
- PEC/SEC certifications
- PEC/SEC cleaning documentation

- Environmental monitoring documentation (Air/surface sampling Risk Level 2 &3)
- Temperature recordings
- Equipment calibration records
- Compound logs including batch records
- Certificate of analysis for non-compendial active ingredients
- End product testing results (Risk Level 3)
- Stability testing (Risk Level 3 BUD >30 days)
- Filter integrity testing (Risk Level 3)
- Quarantine records (Risk Level 3)
- Emergency dispensing authorization (Risk Level 3)

### MULTI-MED DISPENSING

- Med pak dispensing records
- Sample of med pak label

### ADMINISTRATION BY PROTOCOL

- Protocol
- Individual administration records
- Notifications sent regarding adverse reactions

### ADMINISTRATION BY PRESCRIPTION ORDER

- Policies and procedures
- Individual administration records
- Notifications sent regarding adverse reactions

### AUTOMATED FILLING SYSTEMS

- Policies and procedures
- Daily 2% verification documentation

### CLASS J SHARED SERVICES

- Policies and procedures
- Contract if not under same ownership

### DELIVERY/MAIL OUTS

- Policies and procedures
- Written offer to counsel

### POLICIES AND PROCEDURES (NOT COVERED ELSEWHERE)

- Class C Long term care dispensing
- Class E Radiopharmaceutical
- Class F Renal dialysis
- Class M Specialty bleeding disorder
- Class L Veterinary
- Class N or O Automated dispensing system
- Electronic recordkeeping system

### OTHER

- Drug reference manual (electronic or paper)
- MTS protocol