



Missouri Board of Pharmacy

INSPECTION RECORDS LOCATOR

Use this Inspection Records Locator to help pharmacy staff locate pharmacy records that will likely be requested during a Board inspection. Keep the Inspection Records Locator in a convenient location to make sure pharmacy staff can find records if an inspection occurs when pharmacy management or the pharmacist-in-charge are not available.

DOCUMENT

WHERE IS IT LOCATED?

LICENSES/REGISTRATIONS	
<input type="radio"/> BNDD and DEA registration (if not posted)	
TECHNICIANS	
<input type="radio"/> Technician list	
<input type="radio"/> Pending technician applications	
DRUG RECEIPT RECORDS	
<input type="radio"/> Non-controlled invoices from wholesaler, warehouse, other suppliers	
<input type="radio"/> Schedule 3-5 invoices from wholesaler, warehouse, other suppliers	
<input type="radio"/> Receipt records from other pharmacies, intra-company transactions	
<input type="radio"/> Borrow/loan transactions	
DRUG DISTRIBUTION RECORDS	
<input type="radio"/> Distribution to other pharmacies, intra-company transactions	
<input type="radio"/> Borrow/loan transactions	
<input type="radio"/> Distribution to other practitioners (prescribers, hospitals, ambulance, etc)	
<input type="radio"/> Distribution to reverse distributors or for destruction purposes	
CONTROLLED SUBSTANCE INVENTORY	
<input type="radio"/> Last two annual controlled substance inventories	
<input type="radio"/> Newly scheduled or rescheduled drug inventory	
<input type="radio"/> Pharmacist-in-charge change inventory	

DOCUMENT

WHERE IS IT LOCATED?

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)

DOCUMENT

WHERE IS IT LOCATED?

STERILE COMPOUNDING CONTINUED

- 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

DOCUMENT

WHERE IS IT LOCATED?

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