

GENERAL SOP'S		DATE	INITIALS
1.001	Employment Information		
1.001.1	Employment Procedure		
1.001.2	Employment Benefits and Information		
1.001.4	Employment Rewards		
1.001.5	Employee vacation benefits		
1.003	Pharmacy Technician Responsibilities		
1.014	Security of the Pharmacy		
1.015	Length of Time to Keep Documents		
1.016	Display of License		
1.016.1	Display of Certificates		
1.016.2	Negative Outcome Notification		
1.017	Certificate of Analysis		
1.018	Shipping of Prescriptions		
1.018.1	Shipping Timeliness Quality Control		
1.019	Hours of Pharmacy Operation		
1.02.02	Monitoring Packaging and Transfer of Compounded Medications		
1.021	Pharmacy Order of Work Flow		
1.023	Audits – Handling of		
1.027	Patient Medication Records System		
1.029	Use of Cell Phones		
1.031	Pharmacy Library		
1.032	Care, Security and Backup of Computer Systems		
1.033	Authorization to Input and Modify Data on Computer Systems		
1.041	Controlled Substance handling		
1.041.2	Diversion Prevention in the Pharmacy		
1.042	Storage of Bulk Chemicals and Finished Drug Preparations		
1.043	Receipt of Bulk Chemicals		
1.044	Chemical and Ingredient Storage		
1.045	Checking For Out of Date Chemicals		
1.046	Destruction /Return of Expired Drugs		
1.047	Cleaning of Used Chemical Containers Prior to Disposal		
1.049	Abbreviations Used in the Pharmacy		
1.050	Posting of Chemical Hazard Codes		
1.051	Security of Compounding Areas		

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1.051.1	Security of Sterile Compounding Area		
1.052	Compounding with Ingredients on the Negative List		
1.052.1	FDA Negative List		
1.053	Compounding Ingredients		
1.054	Recalling Sterile and Non-Sterile Compound Preparations		
1.059	Methods of Assess Compounding Skills		
1.059.01	Direct Observation Technique		
1.060	Water Supply		
1.061	Water Disposal		
1.061.2	Hazardous Materials, Syringes, Needles		
1.064	How to Handle a Product Recall		
1.067	Documenting an Adverse Drug Reaction		
1.070	Compliance with OSHA Regulations		
1.071	HIPAA Compliance		
1.072	Patient Grievances		
1.074	Patient Education		
1.083	Vendor Accounts		
1.084	Medication Profile		
1.086	Stock Rotation		
1.087	Pharmacy Assessment (Patient)		
1.088	Drug and Chemical Selection		
1.089	Clinical Records Retention		
1.091	Checking Customers Out		
1.094	Job Orientation for Aseptic Compounding Personnel		
1.095	Review of Policies and Procedures by Personnel		
1.096	Records and Reports		
1.097	Practitioner Education		
1.099	Preprinted Prescription Forms		
1.100	Documentation Do's and Don't's		
1.101	Product Procurement, Receipt and Inspection		
1.102	Product Failure		
1.103	Refrigerator/Freezer Failure		
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1.105	Non-Secured Pharmacy		

GENERAL SOP'S		DATE	INITIALS
1.108	Severe Weather Conditions		
1.109	Response to Equipment Failures		
1.110	Corrective Action Procedures		
1.111	Usual and Customary Price Determination		
1.119	Infection Control Monitoring		
1.20	Impaired Licensed Employee Responses		
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GENERAL SOP'S		DATE	INITIALS
2.001	Training Pharmacist and Technician Personnel		
2.001.4	Technician 1		
2.001.5	Technician 2		
2.002	Documentation of Employee Training		
2.004	Chemical Ingredient Storage Training		
2.006	Training and Competency		
2.008	HIPAA Education and Training		
2.010	Destruction of Chemicals and Non-Usable Preparations Training		
2.011	Training in Shipping of Prescriptions		
2.012	Safety Practices for Disposal of Broken Glassware Training		
2.014	Methods Used to Train Staff		
2.014.1	On-The-Job		
2.014.2	Lectures and Videotapes		
2.014.3	Supervised Laboratory Exercises		
2.018	Hazardous Drug Training for Personnel		
2.020	Training-Fraud-Waste-Abuse		
2.021	Training-Code of Conduct		
2.022	Training-Conflict of Interest		

GENERAL SOP'S		DATE	INITIALS
3.001	Material Safety and Data Sheets		
3.003.1	Theft or Loss of Drugs		
3.006	First Aid Administration		
3.007	Handling of Syringes and needles		
3.009	Sharps Containers		
3.010	Broken Glass Discard		
3.012	Use of Biohazard Containers		
3.013	Safety for Employees in the Compounding Work Area		
3.016	Potential Peroxide Forming Chemicals		
3.017	Hazardous Drugs		
3.018	Incompatible Chemicals		
3.020	Allergens Sensitizers		
3.021	Potential Reproductive Hazards		
3.024	Use of Acid Saf-T Spill Kit		
3.025	Use of Caustic Saf-T Spill Kit		
3.028	Storage and Transport of Hazardous Drugs		
3.029	Hazardous Drug Compounding Procedure		
3.032	Disposing of Cytotoxic or Hazardous Drug Waste		

GENERAL SOP'S		DATE	INITIALS
4.001	Air Temperature and Humidity Monitoring		
4.002	Refrigerator Temperature Monitoring		
4.003	Refrigerator and Freezer Calibration		

GENERAL SOP'S		DATE	INITIALS
5.02	Standard Precautions		
5.04	Pre and post rinsing		
5.008	Room Cleaning Procedures-Compounding Room		
5.011	Room Cleaning Procedures-Other Rooms		
5.041	Cleaning and Disinfecting Equipment, General		
5.042	Manual Cleaning		
5.043	Laboratory Washing Machines		
5.051	Cleaning General- Walls, Ceilings, Doors, Air Vents		
5.052	Cleaning Floors		
5.053	Cleaning Windows		
5.054	Cleaning Sinks and Hand Basins		
5.061	Cleaning Refrigerators and Freezers		

GENERAL SOP'S		DATE	INITIALS
8.001	Prescription Order Intake		
8.002	Handling of Vials		
8.002.1	General Compounding Vials		
8.003	Assignment of Prescription Invoice Number		
8.004	Assignment of Batch Number		
8.005	Packaging of Compounded Sterile and Non-Sterile Preparations		
8.005.2	Packing Material for Transport		
8.005.03	Delivery Containers		
8.006	Labeling of Completed Preparations		
8.007	Shipping of a Compounded Preparation		
8.008	Compounding Record		
8.008.1	Basic Compounding Documentation– The Master Formula Form		
8.008.2	Basic Compounding Documentation- The Compounding Record		
8.008.05	Clinical Studies Supporting Preparations		
8.008.06	Documenting Stability, Safety and efficacy of Ingredients		
8.010	Patient Counseling for Compounded Prescriptions		

COMPOUNDING SOP'S		DATE	INITIALS
6.001	Glassware-Cleaning		
6.008	Lab Hood- Use		
6.013.21	Ohaus Balance-Use, Care, Cleaning Maintenance		
6.016	Electronic Balance-Use, Care, Cleaning Maintenance		
6.017	Graduated Cylinder- Calibration and Use		
6.018	Calibration Weight – Handling and Care		
6.019.01	Horiba pH Meter		
6.031	Laminar Flow Hoods, Environmental Testing Certification and Cleaning		
6.035.11	Cimarec Stirrers- Cleaning and Use		
6.035.16	Ceramic Stirrer Hotplate		
6.035.19	Hotplate-Calibration		
6.037	General Use of a Thermometer		
6.041	Vial Crimper Use, Care, Cleaning & Maintenance		
6.044	Incubator Use, Care, Cleaning & Maintenance		
6.072	Using the Magic Bullet		
6.092	Cleaning Bulk Storage Containers		
6.093	Storage of Cleaned and Disinfected Equipment		
6.095	Operation and Cleaning of the Roller Mill		
6.097	Operation and Cleaning of the EMP		
6.098	General Use, Safety and Maintenance Regarding Capsule Machines		
6.099	Appropriate Selection of Capsule machine and Plates		
6.099.1	Calibration of the Capsule Machine		

COMPOUNDING SOP'S		DATE	INITIALS
8.026	Washing Glassware and Equipment Used in Compounding Nonsterile		
8.045	Geometric Dilution Pulverization with Manual M & P		
8.052	Geometric Dilution Pulverization with Electric M & P		
8.056	Syringe-to-Syringe Mixing		
8.088	Weighing Out Powders		
8.088.1	Manual Trituration of Powders		
8.088.16	Incorporating Tablets into Compounded Preparations		
8.088.2	Sifting of Powders Procedure		
8.088.7	Weighing Out Base for troches an Suppositories		
8.090	Compounding Ointments, Creams, Pastes		
8.090.1	Incorporating Liquids into Ointments		
8.090.2	Incorporating Solids into Ointments		
8.090.3	QS'ing a Topical Preparation		
8.090.4	Working with Liquid Ointment Base		
8.091	Compounding Gels		
8.092	Filling a Troche Mold		
8.092.1	Filling and Polishing Gelatin Troche		
8.093	Polishing a Troche		
8.094	Filling a Suppository Mold		
8.095	Closing a Suppository Mold		
8.096	Pouring Suppositories in a Rectal Rocket Mold		
8.097	Polishing Rectal Rocket Molds		
8.098	Preparing a Suspension		
8.098.1	Use of a Wetting Agent		
8098.2	Use of a Suspending Agent		
8.098.3	QS'ing a Liquid		
8.098.4	Mixing Miscible Liquids		
8.099	Filling an Ointment Tube		
8.099.1	Closing an Ointment Tube		
8.100	Packing an Ointment Jar		
8.101	Selecting, filling, priming a mega-pump		
8.102	Loading the Capsule Machine		
8.103	Filling and Closing Capsules		
8.104	Filling an Oral Sringe		

8.105	Enemas		
8.106	Hydroxyethyl Cellulose Gel		
8.106.3	Preparing Urethral Gel		

COMPOUNDING SOP'S		DATE	INITIALS
9.024	Quality Assessment of Oral and topical Liquids		
9.026	Quality Assessment of hard Gelatin Capsules		
9.029	Quality Assessment of Ointments, Creams & Gels		

COMPOUNDING SOP'S		DATE	INITIALS
10.002	Annual Controlled Substance Inventory		