

BROOKHAVEN NATIONAL LABORATORY CLNICAL RESEARCH CENTER POLICY	CRC POLICY 8.1	PAGE 1 OF 2
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SUBJECT: Central Pharmacy Access	REVIEWED BY: M. GENUA	
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	EFFECTIVE DATE: 10/11/04	
	REVISION HISTORY: orig. 3/12/02 rev. 1/30/04 rev. 10/11/04	

1.0 POLICY:

The CRC Central Pharmacy, located at Rooms 5-4A, B & C within Building 490 at Brookhaven National Laboratory, shall be the primary location for the storage and dispensing of all pharmaceutical products under BSA supervision used at BNL. Access to this area shall be limited to the CRC Pharmacist and Authorized Accessors, as defined in Section 2.0 below. A list of qualified Authorized Accessors will be posted in the CRC Pharmacy and maintained by the Medical Department Chairperson.

2.0 PHARMACY DEFINITIONS:

The following terms are defined for purposes of discussing Pharmacy policy and procedures:

2.1 Approved Procurers of Controlled substance: Personnel engaged in research at BNL involving controlled substances who are approved by the PI to submit a procurement order for a controlled substance through the CRC Pharmacy. Approval consists of a written memo by the PI to the CRC Pharmacist indicating that certain individuals have authorizations to place an approved order for controlled substances through the Pharmacy. (Approved Procurers are also Authorized Recipients.)

2.2 Authorized Accessors: Those individuals, trained in the proper methods for accessing the Pharmacy and dispensing non-controlled substances, who are authorized to enter the Pharmacy when it is closed and/or when the Pharmacist is not available. A list of these persons is maintained by the Medical Department Chairperson. According to New York State Board of Pharmacy, only one person plus his/her backup may serve in this role and that person is defined as the CRC Manager at the present time.

2.3 Authorized Recipients of Controlled Substances: Those individuals authorized by the PI to receive controlled substances from the CRC Pharmacy. Authorizations are made through a written memo by the PI to the CRC Pharmacist.

2.4 Controlled Substances: Those pharmaceuticals identified by the Drug Enforcement Administration as Schedule I through V drugs and their immediate precursors (See Attachment B CRC Policy 8). Such substances are maintained in the Central Pharmacy safe when procured through the CRC Pharmacy and are dispensed only to authorized individuals. A list will be maintained by the CRC Pharmacist of approved pharmacy satellite locations. (See Attachment A CRC Policy 8).

2.5 CRC Pharmacist: The individual, licensed by the State of New York, who has been appointed by the CRC Manager to act as Pharmacist for the CRC. The Pharmacist may carry out his/her duties as a BNL employee or as an independent contractor (under contract with BNL). The pharmacist will order, receive, dispense and store pharmaceuticals, including controlled substances as well as review semi-annual inventories at satellite pharmacy locations.

2.6 Lock Box: Approved boxes with lockable lids that can be permanently fixed to a wall or located within a locked refrigerator providing secure storage for small quantities of controlled substances.

2.7 Pharmacy Satellite Location: A location outside the CRC Pharmacy which has met the requirements of CRC Policy 8.3 and is approved for secured storage of controlled substances.

2.8 Responsible Person: The individual responsible for the lock box and its contents who has authority to designate users of the substances in the box, access to it, procurers and receivers of CS from the pharmacy. (Each box has only one Responsible Person, although a single individual may be the Responsible Person for more than one box.)

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3.0 CENTRAL PHARMACY (Room 4-5C) SECURITY

3.1 The Central Pharmacy is an alarmed facility within Building 490. The alarm and related security measures are monitored by the BNL Police/Security Group (Ext. 2238).

3.2 The CRC Pharmacist and Authorized Accessors must notify the Central Station prior to entering the Pharmacy and upon exiting the Pharmacy.

3.3 BNL Police/Security Group shall be provided with a Pharmacy Access List which identifies the Pharmacist and Authorized Accessors by name and life/guest number. Any changes to the Pharmacy Access List shall be approved by the Medical Department Chairperson. The Pharmacy Access List is maintained by the office of the Medical Department Chairperson.

4.0 CENTRAL PHARMACY SAFE

4.1 All Controlled substances stored within the Central Pharmacy shall be maintained in the locked safe or in a secured refrigerator.

4.2 Access to the safe is limited to the CRC Pharmacist and Authorized Accessors.

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