

**OREGON VETERINARY MEDICAL EXAMINING BOARD  
OAR 875-015-0040 MINIMUM STANDARDS FOR VETERINARY DRUGS  
SELF INSPECTION CHECKLIST**

Clinic Name: \_\_\_\_\_  
 OVMEB Registration # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, St, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Managing Veterinarian: \_\_\_\_\_

Inspector Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Yes	No	N/A			Rule Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Does the outlet have written policies and procedures for drug security, acquisition, storage, labeling, disposal and record keeping?  Readily Retrievable?: _____	OAR 875-015-0040(2)(a) OAR 875-015-0040(8)(c)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Does the outlet keep all drugs in a locked drug cabinet or drug storage area that denies access to unauthorized persons?	OAR 875-015-0040(3)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Are controlled substances listed in schedules I, II, III, IV and V kept in a locked cabinet with access limited to persons authorized by the Managing Veterinarian?	OAR 875-015-0040(3)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Does the outlet only acquire drugs from a supplier registered with the Oregon Board of Pharmacy?  Name of supplier(s) and registration #(s): _____	OAR 875-015-0040(9)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are the invoices readily retrievable?	OAR 875-015-0040(8)(c)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Kept for 3 years?	OAR 875-015-0040(8)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Are all outdated, damaged, deteriorated, misbranded, or adulterated drugs properly quarantined and physically separated until destroyed or returned to the supplier?  Where are outdated, damaged, deteriorated, misbranded, or adulterated controlled drugs stored? _____  Note: At the discretion of the veterinarian, outdated drugs may be dispensed as long as the client is informed and there are no fees charged for the drugs.	OAR 875-015-0040(7)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Does the outlet store all drugs in appropriate conditions including temperature, light, humidity, sanitation, ventilation and space?  How does the outlet ensure proper temperatures are maintained? _____	OAR 875-015-0040(4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Are all prescriptions properly labeled? <ul style="list-style-type: none"> <li>• Name of patient;</li> <li>• Name or initials of prescriber;</li> <li>• Name, address, and phone number of the clinic;</li> <li>• Date of dispensing;</li> <li>• Name and strength of the drug.</li> <li>• Quantity dispensed;</li> <li>• Directions for use;</li> <li>• Manufacturer's expiration date, or an earlier date if preferable, after which the patient should not use the drug</li> <li>• Cautionary information</li> </ul>	OAR 875-015-0040(5)(a-i)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Does the veterinarian or their representative orally counsel the client concerning all new drugs prescribed, unless circumstances would render oral counseling ineffective?	OAR 875-015-0040(6)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	Are prescription drugs dispensed in a suitable container appropriately labeled for subsequent veterinary patient administration, to a client or other individual entitled to receive the prescription drug?	OAR 875-015-040(1)(b) OAR 875-015-040(6)(d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are Controlled substances and legend drugs dispensed, ordered or prescribed based on a VCPR?	OAR 875-015-040(1)(b) OAR 875-015-040(6)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	For all drugs Is a unique dispensing record maintained separately from the patient chart?	OAR 875-015-040(8)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are records kept for a minimum of 3 years?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Does the dispensing record contain? <ul style="list-style-type: none"> <li>• Name of patient</li> <li>• Dose, dosage form, quantity dispensed</li> <li>• Directions for use</li> <li>• Date of dispensing; and</li> <li>• Name of person dispensing the prescription</li> </ul>	OAR 875-015-040(8)(a)(A-E)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Are Rabies vaccines administered only by an Oregon-licensed veterinarian, a Certified Veterinary Technician under direct supervision of an Oregon-licensed veterinarian, or a person authorized by the Oregon Public Health Veterinarian pursuant to OAR 333-019-0017?	OAR 875-015-040(6)(c)

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Veterinary Medical Examining Board

## Chapter 875

### Division 15

### MINIMUM STANDARDS FOR VETERINARY MEDICAL FACILITIES AND VETERINARY PRACTICE

#### **875-015-0040**

#### **Minimum Standards for Veterinary Drugs**

(1) Definitions:

(a) 'Administer' means the direct application of a drug or device whether by injection, inhalation, ingestion or any other means, to the body of an animal patient by:

(A) A veterinarian, Certified Veterinary Technician or employee under the veterinarian's supervision; or

(B) A client or their authorized agent at the direction of the veterinarian.

(b) 'Dispense' or 'Dispensing' means, under a lawful prescription of a veterinarian, the preparation and delivery of a prescription drug, in a suitable container appropriately labeled for subsequent veterinary patient administration, to a client or other individual entitled to receive the prescription drug. Controlled substances and legend drugs shall be dispensed, ordered or prescribed based on a VCPR.

(2) Policies and Procedures. The veterinary facility must:

(a) Maintain written policies and procedures for drug procurement and management, including storage, security, integrity, access, dispensing, disposal, record-keeping and accountability; and

(b) Comply with all federal and state laws regarding veterinary drugs.

(3) Drug Security and Storage:

(a) All drugs must be kept in a locked drug cabinet or designated drug storage area that is sufficiently secure to deny access to unauthorized persons. Controlled drugs must be kept in a locked cabinet with access limited to persons authorized by the Managing Veterinarian.

(b) In accordance with 21 CFR §1301.75, controlled substances listed in Schedule I, II, III, IV and IV shall be stored in a securely locked, substantially constructed cabinet.

(4) All drugs, including drug samples, must be stored according to manufacturer's published guidelines and in appropriate conditions of temperature, light, humidity, sanitation, ventilation and space.

(5) Prescription Labeling. A prescription must be labeled with the following information:

(a) Name of patient;

(b) Name of prescriber;

(c) Name, address, and phone number of the facility;

(d) Date of dispensing;

(e) Name and strength of the drug;

(f) Quantity dispensed;

(g) Directions for use;

(h) Manufacturer's expiration date, or an earlier date if preferable, after which the drug should not be administered to the patient; and

(i) Cautionary information as required for patient safety and required precautionary information regarding controlled substances: In accordance with 21 CFR §290.5, the label of any drug listed as a 'controlled substance' in Schedule II, III or IV of the Federal Controlled Substances Act must, when dispensed to or for a patient, contain the following warning: "Caution: Federal law prohibits the transfer of this drug to any person other than the patient for whom it was prescribed." This statement is not required to appear on the label of a controlled substance dispensed for use in clinical investigations which are 'blind.'

(6) Dispensing and Drug Delivery:

(a) The veterinarian or their representative must orally counsel the client concerning all new drugs prescribed, unless circumstances would render oral counseling ineffective.

(b) If requested, a prescription shall be provided to a client for drugs and medications prescribed by the veterinarian under a valid VCPR.

(c) Rabies vaccine shall be administered only by an Oregon-licensed veterinarian, a Certified Veterinary Technician under direct supervision of an Oregon-licensed veterinarian, or a person authorized by the Oregon Public Health Veterinarian pursuant to OAR 333-019-0017.

(d) Drugs must be dispensed in a new container that complies with the current provisions of the Federal Consumer Packaging Act (Public Law 91-601, 91st Congress, S. 2162) and rules or regulations and with the current United States Pharmacopoeia/National Formulary monographs for preservation, packaging, storage and labeling.

(7) Disposal of Drugs: Drugs that are outdated, damaged, deteriorated, misbranded, or adulterated must be quarantined and physically separated from other drugs until they are destroyed or returned to the supplier. At the discretion of the veterinarian, outdated drugs may be dispensed as long as the client is informed and there is no fee charged for the drugs.

(8) Record Keeping

(a) For all drugs, a dispensing record must be maintained separately from the patient chart and retained for a minimum of three years. The record must show, at a minimum, the following:

(A) Name of patient;

(B) Dose, dosage form, quantity dispensed;

(C) Directions for use;

(D) Date of dispensing; and

(E) Name of person dispensing the prescription.

(b) All records of receipt and disposal of drugs must be retained for a minimum of three years.

(c) All records required by these rules or by other state or federal law must be readily retrievable and available for inspection by the Board's inspector or inspectors from other agencies having jurisdiction.

(9) Drug Acquisition: The veterinary facility must verify that prescription drugs are acquired from a source registered with the Board of Pharmacy.

(10) Inspection: Veterinary facilities will be periodically inspected to ensure compliance with these rules. The Managing Veterinarian of a veterinary facility must annually complete and maintain the self-inspection form prior to inspection, and must make all drug records and storage available for inspection. The self-inspection form will be available from the Board on its website or upon request.