

1 **855-044-0070**

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3 **Records**

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5 (1) A charitable pharmacy must maintain a donation record of all drugs received that includes:

6 (a) Donor's name and address;

7 (b) Drug manufacturer, lot number, name and strength;

8 (c) Drug quantity;

9 (d) Expiration date of the drug;

10 (e) Date donated; and

11 (f) The unique identifier.

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13 (2) A charitable pharmacy must maintain a distribution and dispensing record that includes:

14 (a) Drug name and strength;

15 (b) Quantity distributed;

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17 (c) Name of manufacturer;

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19 (d) Lot number and expiration date;

20 (e) Date of distribution or dispensing;

21 (f) Name and address of recipient.

22 (3) A charitable pharmacy must maintain a record of all drugs that are destroyed.

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24 (4) In addition to the above records, a charitable pharmacy must cross-reference the donation
25 record and the distribution and dispensing record with the appropriate donor and recipient forms.

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27 (5) A charitable pharmacy must make an annual report to the Board by completing a form
28 provided by the Board and submitting it with their application for renewal of registration.

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30 (6) All records required by these rules must be retained for three years and made available to the
31 Board upon request.

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33 **(7) Upon written request the Board may waive any of the requirements of this rule if a waiver**
34 **will further public health and safety. A waiver granted under this section shall only be**
35 **effective when it is issued in writing.**

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37 Stat. Auth.: ORS 689.205

38 Stats. Implemented: ORS 689.774