



OKLAHOMA STATE BOARD OF PHARMACY

4545 Lincoln Blvd, Ste 112, Oklahoma City, OK 73105-3488

Phone: (405) 521-3815 / Fax: (405) 521-3758

www.pharmacy.ok.gov

e-mail: pharmacy@pharmacy.ok.gov

In-State Pharmacy Application Guidelines

A. LICENSURE:

1. Your pharmacy application(s) and fee(s) should be sent to the Board office at least two (2) weeks before the effective date.
2. The physical street address of the pharmacy must be listed on the application. A post office box mailing address may also be included, but it cannot be the sole address of the pharmacy.
3. Please attach a written request for the desired date of inspection along with a telephone number and contact person and a Board inspector will contact you to schedule an inspection, **OR**, write "**will call when ready**" on the application and you may call 405-521-3815 to schedule an inspection.
4. Applications are processed upon receipt. Please allow 10-14 days for processing. If needed, you may obtain your license number by checking the Board website at www.pharmacy.ok.gov under "*License Verification*". (see #6)
5. The pharmacy must pass final inspection within ninety (90) days of application or an additional fee of \$100 will be required. Fees will not be refunded.
6. You will receive your pharmacy license from the Board Inspector at the time of inspection.
7. If an inspection has not been scheduled at least one week prior to opening, please call the Board office at (405) 521-3815.

B. All **PHYSICAL REQUIREMENTS FOR PHARMACIES** must be in place at the inspection site at the scheduled inspection time and date:

1. The required sanitary facilities, consisting of a lavatory located in the prescription area with properly connected hot/cold water, must be in place and operating at the time of the inspection. A bathroom is not considered a part of a pharmacy area.
2. Under **NO** circumstances will legend drugs and/or controlled substances be at a **NEW** site where the pharmacy has no current pharmacy license. Any and all legend drugs and/or controlled substances at an unlicensed location may be seized by the Inspector.
3. Required library reference books or computer sources are expected to be in place.

C. An owner, manager, or other representative must be on hand during the inspection to represent the applicant.

D. If the site should fail to meet inspection requirements for licensure, the Inspector will re-inspect the site **ONLY** at the convenience of the Board, which may delay licensure.

E. Please contact the following for the appropriate applications: (*applications are available on-line*)

Oklahoma Bureau of Narcotics & Dangerous Drugs (OBND)
440 NE 39th
Oklahoma City, OK 73105
Registration Phone: (405) 530-3120
http://www.ok.gov/obndd/OBN_Registration_Forms/index.html

National Council for Prescription Drug Programs (NCPDP) – issues NABP #'s
9240 E Raintree Dr
Scottsdale, AZ 85260
Phone: (480) 477-1000
<http://www.ncdp.org>

DEA
9900 N Broadway Ext
Oklahoma City, OK 73114
Phone: (405) 475-7500
http://www.deadiversion.usdoj.gov/online_forms.htm

OAC TITLE 535. OKLAHOMA STATE BOARD OF PHARMACY

535:15-3-4. Physical requirements for pharmacies

The following are physical requirements for pharmacies:

- (1) **Size.** The prescription department shall occupy no less than 125 square feet.
- (2) **Sanitary facilities.** There shall be installed the proper sanitary facilities which shall include a sink with hot and cold running water separate from the restroom facilities.
- (3) **Balances.** There shall be one set of prescription balances with capacity from 1/10 grain to at least one (1) ounce. If the pharmacy proves to the Board that the practice of pharmacy at this particular site does not require weighing of drugs and/or ingredients, an exception may be made by the Board to the balances requirement.
- (4) **Graduates.** There shall be graduates scaled in both metric and apothecary measure sufficient in size and number to assure proper operation of the prescription department.
- (5) **Spatulas.** There shall be spatulas of sufficient size and number to assure its proper operation.
- (6) **Mortars and pestles.** There shall be mortars and pestles of sufficient size and number to assure its proper operation.
- (7) **Sterilization.** There shall be installed sufficient equipment with which to perform all necessary sterilization procedure or heat processes common to the ordinary prescription department.
- (8) **Library.** There shall be the necessary library which has been prescribed and standardized by the Board of Pharmacy in Section 535:15-3-6.
- (9) **Refrigeration.** There shall be sufficient refrigeration facilities to store all necessary biologicals, injectables, suppositories and other products requiring refrigeration. This refrigerator shall be entirely separate from the storage of any food products in open packages.
- (10) **Exempt narcotic book.** There shall be a book suitable for the registration of all sales of exempt narcotics.
- (11) **Poison Book.** There shall be a book suitable for the registration of all sales of poisons in accordance with applicable laws.
- (12) **Filing.** There shall be a system of filing for all prescriptions which shall be kept for a period of not less than five (5) years.
- (13) **Containers.** There shall be sufficient stock of containers suitable for the dispensing of all prescriptions both for internal and external usage.
- (14) **Labels.** There shall be sufficient stock of labels both for the dispensing of prescriptions and the sale of medicines and chemicals. Label requirements described in Title 59 O.S. Section 353.13A(C)

535:15-3-5. Lock out pharmacy or prescription department

(a) **“Lock out Pharmacy or Prescription Department”** means a prescription department that is to be operated for a period less than the regular business hours of the entire store.

The following shall apply to lock out pharmacies or prescription departments:

- (1) **Separate area.** The prescription room shall be separated from other departments of the store by a floor to ceiling partition which shall be a secure partition, secured by lock from other departments of the store.
- (2) **Space.** No prescription department shall occupy less than 125 square feet of space, all of which must be contiguous and on the same floor level.
- (3) **Responsibility.** The prescription department or pharmacy will be under the direction and in the charge of a registered pharmacist or assistant pharmacist at all times the department is open for business.
- (4) **Minimum hours.** The hours of said department shall be a minimum of forty (40) hours per week five (5) days per week, excluding holidays.
- (5) **Posting of hours.** The business hours of the prescription department shall be plainly posted on all entrances to such department and no unregistered personnel will have access to this department either before or after these hours.
- (6) **Equipment.** The equipment of such pharmacy departments shall be the same as specified in the regular application for pharmacy license contained in 535:15-3-4.

535:15-3-6. Required library reference books or computer sources

A pharmacy library shall contain the following current reference books or computer sources:

- (1) **Oklahoma law books.** The latest copy of Oklahoma State Laws and Rules Pertaining to the Practice of Pharmacy and a recent copy of Oklahoma State Bureau of Narcotics & Dangerous Drugs Control Rules.
- (2) **Library menu.** A recent copy of any two of the following:
 - (A) USP/NF (3 years or latest edition);
 - (B) Merck Manual (3 years or latest edition);
 - (C) Remington (6 years);
 - (D) A toxicology reference (3 years);
 - (E) Mosby's Drug Consult (2 years);
 - (F) Facts and Comparisons (2 years);
 - (G) ASHP, American Hospital Formulary Service (AHFS) Drug Information (2 years);
 - (H) Monthly Prescribing Reference (MPR) (2 years);
 - (I) Drug Information Handbook (2 years);
 - (J) Thomson Micromedex, USP-DI (2 years); and/or,
 - (K) Current computer professional pharmacy reference program, approved by the Board (not duplicating a hard copy reference) e.g. one or two of the following:
 - (i) Thomson Micromedex, USP-DI
 - (ii) Clinical Pharmacology
 - (iii) Facts and Comparisons
 - (iv) Natural Medicines Comprehensive Database
 - (v) Trissel's 2 Clinical Pharmaceutical Database
 - (vi) Unlimited internet access to internet professional pharmacy reference program, e.g. WEB MD