



Working Instructions

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PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

Non Controlled Substances

1. Review Pharmacy order
 - a. Open Pharmacy Purchase Request email in olac_vetstaff@berkeley.edu mailbox
 - b. Review requester's AUP to confirm the drug or item requested is listed as part of an authorized procedure.
 - Log in to eProtocol (eprotocol.berkeley.edu)
 - If item is not listed in the AUP, email requester stating that item is not currently listed
 - c. Obtain requested items:
 - OLAC pharmacy supply if sufficient quantity of the item is available.
 - If not available in OLAC pharmacy order from a preferred veterinary distributor
 - If not available through a preferred distributor order from other veterinary or research supply vendors.
 - d. Items not available in the OLAC pharmacy supply
 - Preferred veterinary distributors: Place online order using provided vendor logins (located in AHT handbook).
 - Non preferred veterinary distributors:

- Select “Common Forms and Templates” under OLAC staff submenu on OLAC website.
 - Complete “Non-Standard Animal Supply Order Form” and submit to OLAC procurement staff.
 - OLAC procurement staff orders the item in the Bear Buy purchasing application.
 - Send lab members an email message if another research supply vendor is required, advising them there will be a 2-4 week delay in order fulfillment.
 - e. Receive items purchased.
 - f. Print email containing “Pharmacy Purchase Request” & star in email box to indicate it was printed.
 - g. Sign/date the form in the “*Order Approved By*” space at the bottom of the form.
 - h. Place the items and the printed “Pharmacy Purchase Request” form in the filing cabinet designated for pharmacy purchases for pickup in the main office.
 - i. Email lab member(s) that purchases are ready for pickup, move pharmacy purchase request email to “Completed PPR” folder in olac_vetstaff@berkeley.edu email.
4. OLAC procurement staff:
- a. Enter all purchasing details in the animal management database.
 - b. Dispense the item to lab member(s).
 - c. Obtain signature on “Pharmacy Purchase Request” form to confirm transfer.

Controlled Substances

1. Review Controlled Substance orders
- a. Open “Controlled Substance Request” Email in olac_vetstaff@berkeley.edu mailbox.
 - b. Check the requester’s AUP to confirm the controlled substance is listed.
 - Log in to eProtocol (eprotocol.berkeley.edu)
 - Find and select the AUP the requestor entered
 - On the left menu select “Are You Using?”
 - Scroll to “Controlled Substance” table where all approved Controlled Substances will be listed
 - c. Check “EH&S Online Controlled Substances Authorized User Information” database to confirm the requester is an approved user for the requested drug.
 - Log in to <https://app.ehs.berkeley.edu/ctrlsub/>
 - On the Search dropdown, select the PI Name given in the request form
 - Check if the requester and alternate pickup person (if applicable) are listed in the database
 - If requester is not listed:
 - Reply to initial request email instructing the requester to contact the EH&S Controlled Substances Program (csuse@berkeley.edu) since they are not listed as authorized users. Instruct them to resubmit the order once they are approved.
 - Cancel the order

2. Obtain requested items:

- Use OLAC pharmacy stock if the item is available.
- If not available in OLAC pharmacy, order through Bear Buy
- Look up item(s) on the vendor website to confirm item information. Preferred vendors are Victor Medical and Covetrus. Secondary vendors are Patterson Veterinary, MWI, Zoetis, and Wedgewood compounding pharmacy.
- Compile the following information needed to enter the order:
 - Item Name
 - Vendor
 - SKU (stock keeping unit)
 - Drug schedule number
 - Units to be ordered
 - Price per unit
- If not entering order into BearBuy, send the above information in an email to the person purchasing the item.
- Enter order into BearBuy
 - Log in to BearBuy (<https://supplychain.berkeley.edu/bearbuy>)
 - Click "Non-catalog Items" under the "Frequently Used Forms" on the home page
 - Search and select the Supplier
 - Once selected, the supplier address and other information should automatically populate below
 - Select "No" for the question "Does a reportable conflict of interest exist?"
 - Enter Project Manager information (who should be contacted for questions about this order)
 - Enter Order Information:
 - For the first dropdown menu, select "Hazardous Materials or Controlled Substance" on the dropdown menu
 - For the question "What is the data security level of this order?", select "n/a"
 - Under "Item Information", enter the entire title of the item (as shown on the supplier website) of the controlled substance, the Schedule number, and the PI name if ordering for a specific lab. If ordering for OLAC stock, enter "Lawson" for PI.
 - Enter SKU for "Catalog No."
 - Enter in other required information: Quantity, Packaging, Unit Price
 - If available, enter in Manufacturer Name and Model No.
- Under the next section "Health and Safety", you MUST check the box "Controlled Substance".
- Once finished, select the "Add and Go to Cart" button on the top right
- If ordering multiple controlled substances from the same vendor, you may add another non-catalog item form for each controlled substance before checking out.
- Once ready to check out, click on your shopping cart in the upper right.
- Click "View Cart Details" on the upper right
 - Make sure the following information is filled in
 - Business Unit - 10000

- Org Node - JROLA
 - Ship to - This field should automatically populate from your default addresses. Search and select "203 Northwest Animal Fac". Enter "Bennie Driver" under "Attn". This alerts the procurement staff that this is a controlled substance.
 - Bill to - this field should automatically populate from your default user settings. If not, you must select Disbursements (reads "Paper invoices sent to UC Berkeley...")
 - "Buyer Info" - search and select "Ezequiel Gonzalez"
 - Accounting Codes - enter the following:
 - Account - 55020
 - Fund - 67320
 - Dept - 26620
 - Function Code - 43
 - Chartfield 2 - JRPHM
 - Once finished, enter "Submit" button
3. Upon receipt of the item(s) the procurement staff will receive and notify the veterinary staff.
- a. The procurement staff signs and dates invoice, UCB badge ID, and time of receipt.
 - Veterinary staff opens the box to confirm the order and signs an invoice with date, UCB badge ID, and time of receipt. **Note:** If OLAC veterinary staff is unable to receive items promptly then the items can be placed in the safe located in the front office.
 - Veterinary staff makes a copy of the invoice. The original invoice stays with the controlled substance disposition form and a copy is given to the procurement staff.
 - b. Each bottle/vial is assigned a UCB EH&S number
 - Stickers are provided by EH&S
 - Each number identifies a unique bottle/vial and should not be shared or reissued.
 - **For paperwork only:** Handwrite or print additional labels to be used
 - c. For each drug complete a "Controlled Substance Disposition" form and document receipt (top section & first line)
 - d. Place controlled substance(s) into a plastic resealable bag and in the designated locked drawer located in the OLAC pharmacy.
 - e. File the invoice and disposition form in the Active Controlled Substances binder located in OLAC pharmacy (NAF 111).
6. Transfer controlled substance to investigative staff
- a. The veterinary staff will collect requested item from OLAC pharmacy
 - b. Record transfer of the drug on the Controlled Substance Disposition form
 - c. Print "Controlled Substance Request" and fill in cost of each item, the request number then sign/date the form in the *OLAC Receipt Verification* space at the bottom.
 - d. Complete a "Controlled Substance Custody Transfer" form
 - e. Take the items, the printed "Controlled Substance Request" form, and the custody transfer form to the NAF front office procurement staff.

- f. The procurement staff will complete the "Controlled Substance Custody Transfer"
- g. Veterinary staff makes a copy of the completed "Controlled Substance Custody Transfer." The original form is kept by the procurement staff and a copy is filed in the "Active Controlled Substance" binder in the OLAC pharmacy (NAF 111).

7. Email lab member(s) purchases are ready for pickup

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)