

## Chapter Phar 1

## PHARMACY AND EQUIPMENT

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**Phar 1.01 Permit.** (1) Before establishing a drug store, pharmacy, apothecary shop, or any similar place of business, a permit therefore, must first be obtained by making application to the board of pharmacy. Application for permit to establish a drug store should be on file at least 30 days prior to the opening date. The pharmacy shall not be open for business until the permit is issued.

(2) Such permit must be renewed annually on or before June 1st, and is not transferable. Any change in ownership—in whole or in part—in any store, whether individually owned or a partnership, requires a new permit.

(3) Such permit and renewal must be displayed in the front window or door of such pharmacy.

(4) At the time of application, renewal, or change, the following information must be submitted relative to all professional personnel (full or part-time employed): Names and weekly schedules of the following: Pharmacists, assistant pharmacists, apprentices (interns).

(5) No permit for the operation of a pharmacy shall be continued if the requirements for the registration thereof, existing at the time of said registration, are not being complied with at the time of the filing of the application for renewal of the permit.

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57; cr. (5), Register, September, 1962, No. 81, eff. 10-1-62.

**Phar 1.02 Pharmacist in charge and ownership.** A pharmacist may be in charge of only one pharmacy, but he may own more than one such place of business.

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57.

**Phar 1.03 Other retail enterprises.** **History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. Register, June, 1974, No. 222, eff. 7-1-74.

**Phar 1.04 Pharmacy licensing standards.** (1) PROFESSIONAL SERVICE AREA. The area devoted to the compounding and dispensing of prescription drugs and devices, patient consultation area, sale of USP and NF drugs, hypodermic needles, syringes, schedule V controlled substances, contraceptives, and poisons shall be equal to not less

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than 15% of the general merchandising area and in no instance less than 250 sq. ft. If the general merchandising area is greater than 6,667 sq. ft., the professional service area need not exceed 1,000 sq. ft. No more than 20% of this space shall be for storage of bulk pharmaceuticals.

(2) **PRESCRIPTION COUNTER SPACE.** There shall be a prescription counter on which to work and the free working surface shall not be less than 18 inches in width and not less than 12 square feet in area. This minimum free working surface must be kept clear at all times for the compounding of prescriptions, other pharmaceutical manufacturing and activities incident thereto.

(3) **AISLE SPACE IN PRESCRIPTION DEPARTMENT.** The free floor space behind the prescription counter shall be not less than 8 feet in length and 3 feet in width.

(4) **PRESCRIPTION DEPARTMENT SANITARY FACILITIES.** There shall be provided in the prescription department a sink easily accessible to the prescription counter and at a workable height which is equipped with running hot and cold water, soap or detergent and which is suitable for the cleaning of required pharmaceutical equipment. There shall also be provided a disposal container for wastes.

(5) **NARCOTIC STORAGE.** There shall be provided in the prescription department a secure facility for the storage of narcotics.

(6) **PRESCRIPTION DEPARTMENT REFRIGERATOR.** There shall be provided in the prescription department a refrigerator for the storage of biologicals and other drug items requiring refrigeration.

(7) **STORAGE SPACE.** There shall be provided in the prescription department sufficient shelf, drawer or cabinet space for the proper storage of a representative stock of prescription labels, an assorted stock of prescription containers, an adequate stock of prescription drugs and chemicals and the required equipment.

(8) There shall be provided in the prescription department the following:

- (a) One prescription balance capable of weighing  $\frac{1}{4}$  grain or less.
- (b) One set of accurate Apothecary weights,  $\frac{1}{2}$  grain to two drams.
- (c) One set of accurate Metric weights, 50 mg. to 20 gm.
- (d) Graduates—measuring volumes up to at least 16 fluid ounces; and from 1 cc to at least 500 cc. consisting of at least two each measuring 2 drams, 1 ounce and 4 ounces; one each measuring 8 ounces and 16 ounces.

(Graduates are to be of clear transparent glass; those measuring volumes of 4 drams and less must be of the single scale-cylindrical type; those measuring volumes greater than 4 drams may be either cylindrical or conical).

(e) Mortars and Pestles—at least one glass 2 ounce and one glass 8 ounce.

(f) Spatulas—stainless steel, at least three assorted sizes; and one non-metallic (rubber or bone), medium size.

(g) Funnels—glass, one 2 ounce, one 8 ounce.

(h) Stirring Rods—glass, at least two.

(i) A prescription numbering machine (duplicating).

(j) Heating apparatus—tripod and bunsen burner or alcohol lamp; or, gas or electric plate.

(k) U. S. Pharmacopoeia (latest revision and supplements).

- (l) National Formulary (latest revision and supplements).
- (m) Exempt Narcotic, Poison and Hypodermic Syringe and Needle Registers.
- (n) Latest revision of Federal and State Pharmacy Laws consisting of:
  1. Federal Food Drug and Cosmetic Act.
  2. General Regulations for the Enforcement of the Federal FDC Act.
  3. Federal Narcotic Act, Regulations No. 5—Opium, Coca Leaves, Isonipicaine or Opiates.
  4. Wisconsin Pharmacy Law (Chapter 151, Wis. Stats.).
  5. Wisconsin Narcotic Law (Chapter 161, Wis. Stats.).
  6. Wisconsin Administrative Code, Rules of the State Board of Pharmacy

*Note:* (Federal laws and regulations may be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C.)

All weights and measures (e.g. balances, metric and apothecary weights, graduates) are subject to inspection by the Weights and Measures Section of the State Department of Agriculture or their designated representatives. Specifications, tolerances and regulations recommended by the National Bureau of Standards in NBS Handbook 44, second edition (1955), are followed.

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57; am. (1), (2), (3), Register, April, 1959, No. 40, eff. 5-1-59; Cr. (8), Register, February, 1962, No. 74, eff. 3-1-62; r. and recr. (1), Register, June, 1974, No. 222, eff. 7-1-74.

**Phar 1.05 Professional coverage.** No pharmacy shall at any time be open for business unless there is present therein and in charge thereof a licensed pharmacist. An assistant licensed pharmacist may be in charge of a pharmacy in a town, village or city with a population of less than 500. In case a pharmacy loses the services of its pharmacist, the pharmacy shall close until another registered pharmacist is placed "in charge". The language "in charge" in section 151.04 (2), Wis. Stats., shall mean the physical presence of the pharmacist on the premises. He shall be permitted momentary or brief necessary absence for a meal period during which time he must be immediately available to the pharmacy, and provided no drugs are sold or prescriptions compounded or dispensed during his absence. A meal period shall be construed as meaning a period at mid-day and/or during the evening hours in which a meal is normally consumed. In no instance shall such period exceed 60 minutes. Every pharmacy must be in continuous daily charge of a registered pharmacist. Being in charge means having direct control of and supervision over the pharmaceutical operations of the pharmacy. An unregistered owner must also comply strictly with the above provision, and provide a registered pharmacist and give him complete power over the pharmaceutical affairs of said pharmacy. The license of any pharmacy shall be inoperative if the registered pharmacist in whose name the store license was issued ceases to be engaged in such pharmacy, and the owner shall close said pharmacy until he has employed another registered pharmacist in the same capacity. The registered pharmacist in whose name the license was obtained must at the time he ceases to be employed in such pharmacy, report within 5 days to the secretary of the board the fact that such pharmacy is no longer under his supervision.

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57; am. Register, September, 1962, No. 81, eff. 10-1-62.

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**Phar 1.06 Display of certificates and renewals.** (1) Certificates of all pharmacists and assistant pharmacists shall be framed and displayed conspicuously to the public view.

(2) Yearly renewal cards shall be placed in the lower right hand corner of the certificate and shall be posted when received. Only current renewal cards may be posted.

(3) The above are to be kept in a clean and orderly condition. Only valid current Wisconsin certificates of persons actually employed in a pharmacy may be displayed.

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57.

**Phar 1.07 Required professional volumes.** All drug stores and pharmacies are required to have in their prescription rooms the latest revisions of U.S.P. and N.F. and their supplements; and a copy of the Wisconsin pharmacy laws and regulations.

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57.

**Phar 1.08 Prescription records.** (1) A file shall be kept of all prescriptions filled for a period of 5 years.

(2) A record of all prescriptions refilled shall be maintained by indicating on the original prescription the date and amount of such refills.

(3) A separate file shall be kept for all narcotic prescriptions filled, said prescriptions being preserved for a period of 5 years.

(4) On all prescriptions for class A narcotic medication and amphetamine and barbiturate medication there shall be written in ink, on the reverse side thereof, the signature and the address of the person accepting the medication from the pharmacist as well as the date and time of receipt of the medication, if such person is not personally known to the pharmacist dispensing said medication.

(5) Copies of prescriptions for dangerous drugs issued from the pharmacy where the medication was dispensed pursuant to the receipt of said prescription shall bear on the face thereof in letters, red in color and equal in size to those describing the medication dispensed, the statement "COPY-FOR INFORMATION ONLY".

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57; am. Register, May, 1962, No. 77, eff. 6-1-62.

**Phar 1.09 Sale of hypodermic syringes and needles.** When a buyer of hypodermic syringes and needles has not previously been properly recorded by the pharmacist, it is the latter's responsibility to record the name and address of the purchaser and the intended use of these items, as well as the name of the attending physician, in the exempt narcotic record book, or a separate record book kept for that purpose.

**History:** Cr. Register, December, 1956, No. 12, eff. 1-1-57.

**Phar 1.10 Supply of drugs and chemicals.** (1) The owner of a pharmacy shall maintain in such pharmacy a supply of drugs and chemicals. (a) Such drugs and chemicals shall meet all standards of strength and purity as established in the current edition of U.S.P. and N.F. and shall be properly stored. (b) Pharmaceuticals which vary from the purity specified on the label or are unfit for use due to deterioration or other causes shall not be carried in stock, and shall be destroyed when so ordered by the board.

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