

Non-Sterile Preparations Assessment Criteria

The following chart outlines key [NAPRA Model Standards for Pharmacy Compounding of Non-Sterile Preparations](#), divided by sections, with each statement in the first column representing a specific standard to be met. The guidance column references the corresponding sections of the accompanying [NAPRA Guidance Document for Pharmacy Compounding of Non-sterile Preparations](#) ("Guidance Document" or GD) and illustrates specific insights or activities required to ensure adherence to the standard.

This document is provided to assist practitioners in understanding expectations, conducting a gap analysis to current processes, and preparing for full implementation of the Standards. For each standard, check the guidance that your pharmacy has in place and continue to work on achieving the remaining criteria prior to the implementation date. Implementation priorities and timelines for completion of each phase are:

- Phase 1: January 1, 2020 – Assessing Risks and Gaps
- Phase 2: July 1, 2021 – Personnel Training and Quality Assurance
- Phase 3: January 1, 2022 – Facilities and Equipment

Section 2: Objectives and Section 3: Regulatory Framework	
STANDARD	GUIDANCE
The pharmacist or pharmacy technician uses professional judgment to determine if non-sterile compounding is appropriate.	<input type="checkbox"/> The pharmacist or pharmacy technician must consider the general guidance in Section 2.1 of the Guidance Document when determining whether to compound a non-sterile preparation. GD – Section 2.1
	<input type="checkbox"/> The pharmacist must have an established patient-healthcare professional relationship prior to compounding a non-sterile product for the patient. GD – Section 3
	<input type="checkbox"/> Review the questionnaire in Section 3.1 of the Guidance Document, which provides general guidelines to differentiate between non-sterile compounding and manufacturing activities. GD – Section 3.1
	<input type="checkbox"/> Pharmacy staff should review the Article -- Compounding: Are you doing it? (Pharmacy Connection Winter 2018)
	<input type="checkbox"/> Pharmacy staff should review the Policy on Manufacturing and Compounding Drug Products in Canada (POL-00051) on the Health Canada website.
	<input type="checkbox"/> The Pharmacy must have a process in place to ensure when dispensing a prescriber's order for office use that a valid patient-healthcare professional relationship exists.
	<input type="checkbox"/> When dispensing a prescriber's order for office use, the Pharmacy must have a process in place to ensure the preparation of a compounded product at an appropriate scale, time and frequency.

	<input type="checkbox"/> Pharmacy Staff should review the Policy on Manufacturing and Compounding Drug Products in Canada (POL-0051) on the Health Canada website.
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Section 4: Assessing Risk for Compounding Non-Sterile Products

STANDARD	GUIDANCE
A risk assessment has been performed to identify the appropriate level of requirements to minimize contamination of each non-sterile compounded product and to provide adequate protection for personnel.	<input type="checkbox"/> A risk assessment must be undertaken, covering risk to preparation and risk to person. Factors to consider include: Complexity of compounding the preparation, need for verification, frequency of compounding, risk of cross-contamination, physical characteristics and quantities of ingredients, facilities and equipment, type of hazardous drug, exposure to compounding personnel, and risk of microbial contamination. GD – Section 4 / 4.1
	<input type="checkbox"/> The risk assessment must be reviewed at least every 12 months to ensure that it is still valid or more frequently if there is a change in practice or standards. GD – Section 4 / 4.1
	<input type="checkbox"/> Use the Decision Algorithm for Risk Assessment in Section 4.2 of the Guidance Document to determine risk level and requirements for non-sterile compounds. GD – Section 4.2
	<input type="checkbox"/> The requirements for safe non-sterile compounding of all materials should be researched and documented. Safety data sheets and other applicable references must be consulted, and appropriate procedures for safe compounding must be documented on the Master Formulation Record. GD – Section 4 / 4.2
	<input type="checkbox"/> Review Section 4.3 in the NAPRA Guidance Document for references for assessing risk. GD – Section 4.3

Section 5: Requirements for All Levels of Non-Sterile Compounding Activities

STANDARD	GUIDANCE
The Designated Manager or pharmacy department head is responsible for all activities related to non-sterile compounding.	<input type="checkbox"/> The Designated Manager or pharmacy department head is responsible for the development, organization and supervision of all activities related to compounding of non-sterile preparations in the pharmacy. These responsibilities may be assigned to a pharmacist or pharmacy technician who will be designated the non-sterile compounding supervisor. GD - Section 5.1
	<input type="checkbox"/> The non-sterile compounding supervisor is responsible for ensuring the requirements outlined in Section 5.1.2 Guidance Document are met. GD - Section 5.1.2
Policies and procedures are in place for all activities related to non-sterile compounding.	<input type="checkbox"/> Policies and procedures for all activities related to non-sterile compounding must be established and be readily retrievable to staff. Policies and procedures should provide detailed descriptions of all activities, including cleaning. GD - Section 5.3

	<p><input type="checkbox"/> Policies and procedures must be reviewed at least every 3 years, or more frequently if there is a change in practice or standards. GD - Section 5.3</p> <p><input type="checkbox"/> The pharmacy must have a process in place to verify (using an independent check where possible) each critical step (calculations, selection and measurement of ingredients, and mixing technique (if applicable), as well as a final check of the finished product, regardless of the individuals preparing the product) including sign off at appropriate intervals. GD - section 5.2.1.1</p> <p><input type="checkbox"/> Review Sections 5.3.1 and 5.3.2 in the Guidance Document for examples of, and template for, policies and procedures. GD - section 5.3.1 / 5.3.2</p> <p><input type="checkbox"/> Pharmacy staff should review the ISMP Canada Safety Bulletin - Death Due to Pharmacy Compounding Error <i>Reinforces Need for Safety Focus</i> (May 25, 2017) located on the ISMP Canada website.</p>
All personnel involved in non-sterile compounding have the required expertise.	<p><input type="checkbox"/> Non-sterile compounding personnel must know and comply with established policies and procedures. GD – Section 5.1</p> <p><input type="checkbox"/> A training and skills assessment program must be established, administered and documented for all personnel involved in non-sterile compounding. GD – Section 5.2</p> <p><input type="checkbox"/> Review Table 1 in Section 5.2.1 in the Guidance Document for elements to cover in the training of non-sterile compounding personnel. GD – Section 5.2.1</p> <p><input type="checkbox"/> Review Checklist 1 in Section 5.2.1.1 in the Guidance Document for an example of a skills assessment for the steps in the non-sterile compounding process. GD – Section 5.2.1.1</p> <p><input type="checkbox"/> Cleaning personnel must be trained and aware of roles and responsibilities as outlined in Table 2 in Section 5.2.2 of the Guidance Document. GD– Section 5.2.2</p>
Non-sterile compounding is performed in a separate, specifically designated space that is appropriate for compounding and maintained to ensure the quality and integrity of the final preparation.	<p><input type="checkbox"/> All non-sterile compounding must be performed in a separate space specifically designated for compounding of prescriptions, which should be located away from parts of the pharmacy where there is a considerable amount of traffic and large enough for the orderly placement of equipment and products, to avoid cross-contamination, and for compounding personnel to work comfortably and safely. GD – Section 5.4.1</p> <p><input type="checkbox"/> The areas used for non-sterile compounding must be maintained in clean, orderly and sanitary conditions with appropriate and sanitary waste disposal, and shall be maintained in a good state of repair. GD – Section 5.4.1</p> <p><input type="checkbox"/> All components, equipment, and containers must be stored off the floor. To limit the accumulation of dust and particles, packaging and cardboard boxes from products used should not be allowed in the non-sterile compounding area. GD – Section 5.4.1</p>

	<input type="checkbox"/> The heating, ventilation and air conditioning system must be controlled in such a way as to avoid decomposition and contamination of chemicals, to maintain the quality and efficacy of stored products and to ensure the safety and comfort of non-sterile compounding personnel. Air vents should not be located directly over work areas, to avoid contamination of the products. GD – Section 5.4.1.3
	<input type="checkbox"/> Work surfaces and furniture, as well as floor and wall surfaces, must be designed and placed to facilitate cleaning (e.g. constructed of smooth, impervious, and non-porous materials that are able to withstand repeated cleaning and disinfecting). GD – Section 5.4.1.5
A clean water supply, with hot and cold running water, is available in or close to the non-sterile compounding area	<input type="checkbox"/> A clean water supply, with hot and cold running water, must be available in or close to the non-sterile compounding area or, for Level B and Level C requirements, in the non-sterile compounding room. GD – Section 5.4.1.4
Equipment, instruments and accessories are appropriate for the type of preparations to be compounded, and are maintained and cleaned.	<input type="checkbox"/> Equipment, instruments and accessories must be appropriate for the type of non-sterile preparations to be compounded, be cleaned after each use, and must not negatively affect the purity or quality of the preparation being compounded. GD – Section 5.4.2
	<input type="checkbox"/> Equipment, instruments and accessories should be routinely inspected to ensure proper performance and, if applicable, calibrated at appropriate intervals as recommended by the manufacturer, or at least once a year if there are no manufacturer recommendations. Records of calibration dates for equipment and instruments must be maintained and be readily retrievable. GD – Section 5.4.2

Section 6: Product and Preparation Requirements

STANDARD	GUIDANCE
Beyond-use dates are appropriately assigned based on appropriate evidence and literature.	<input type="checkbox"/> Beyond-use dates (BUDs) should be assigned conservatively. GD – Section 6.1
	<input type="checkbox"/> When assigning beyond-use dates, literature and documentation available on stability in general and on the specific stability of the active pharmaceutical ingredient (API) must be consulted. GD – Section 6.1
	<input type="checkbox"/> When a manufactured drug is used as the API, information provided by the manufacturer may be used as a reference for assigning beyond-use dates, but the manufacturer's expiry date for the drug should not be used as the beyond-use date for the final preparation. GD – Section 6.1
	When determining beyond-use dates, other considerations to include are the nature of the ingredient to be used, the compounding method, degradation mechanisms, compatibility, dosage form, potential for microbial proliferation in the preparation, the container in which the preparation is packaged, the expected storage conditions, and the intended use and duration of therapy. GD – Section 6.1

Master formulation records are established for each non-sterile compound and are readily retrievable.	<input type="checkbox"/> Master formulation records must be developed (or obtained) for each non-sterile compound. It must include all necessary information to compound the non-sterile preparation and indicate supporting rationale, references and the developer of the formula. Review Section 6.2.1 of the Guidance Document for a template of a master formulation record. GD – Section 6.2.1
	<input type="checkbox"/> Master formulation records must be kept in a format that is readily accessible to non-sterile compounding personnel. GD – Section 6.2
Ingredients used for non-sterile compounding are obtained from recognized, reliable sources and are stored under conditions that will preserve quality and purity.	<input type="checkbox"/> Ingredients should be obtained from recognized and reliable sources. Reasonable measures should be taken to determine the purity and safety of the ingredients used for non-sterile compounding. GD – Section 6.3
	<input type="checkbox"/> All ingredients (powder, liquids, etc.) that require special precautions when used or stored should be identified. GD – Section 6.3
	<input type="checkbox"/> Ingredients and raw materials should be stored and kept safely under conditions that will preserve their quality and purity as directed by the manufacturer or according to pharmacopeia monographs. GD – Section 6.3
	Safety data sheets must be kept up-to-date and be made available to all personnel involved in non-sterile compounding. GD – Section 6.3
The pharmacy keeps a complete compounding record for each individual prescription as well as for non-sterile preparations made in batches.	<input type="checkbox"/> The pharmacy must keep a compounding record for each individual prescription, as well as for non-sterile preparations made in batches, including: the name, lot number and expiry date of each active ingredient; the quantity required and weighed; the date of preparation; the assigned BUD; the name of the compounder, the person responsible for quality control, and the person who approved the preparation; and reference to the master formulation record for the preparation. Quality control procedures or issues should be documented as appropriate. GD – Section 6.4
Personnel behave in a professional manner, following all pertinent policies and procedures.	<input type="checkbox"/> Personnel must take reasonable measures to ensure hygiene, safety, and to avoid possible contamination during non-sterile compounding. This includes using appropriate personal protective equipment, avoiding sources that might contaminate the preparation (e.g. jewelry, food and drink), and following all pertinent policies. GD – Section 6.5
Steps are taken to verify each stage of the process, as well as the final compounded non-sterile preparation.	<input type="checkbox"/> Each stage of the non-sterile compounding process, in addition to the final product, should be verified. This includes the formula, calculations, ingredients and their amounts, compounding technique, the compounding record and the master formulation record, the final label, and the final product in its final packaging. GD – Section 6.6
The pharmacy has processes in place to ensure compounded products are labelled and packaged appropriately.	The prescription label (and if necessary, a supplementary label) should identify all active ingredients and the concentration of each active ingredient. GD – Section 6.7
	<input type="checkbox"/> The prescription label (and if necessary, a supplementary label) should include the beyond use date, as well as special storage and handling information if applicable. GD – Section 6.7

	<input type="checkbox"/> The pharmacy must ensure that the packaging, container, storage and transportation are suitable for the stability of the product and proper patient use. GD – Section 6.7.3
The pharmacy has a recall procedure for compounded non-sterile preparations.	<input type="checkbox"/> The pharmacy should have a recall procedure to identify patients or pharmacies that have received the compounded non-sterile preparation; notify patients or their caregivers of the recall and perform the necessary follow-up if the preparation has been administered. GD – Section 6.10
Section 7: Quality Assurance	
STANDARD	GUIDANCE
A quality assurance program is in place to verify that all non-sterile compounding activities are being carried out according to the standards.	<input type="checkbox"/> A quality assurance program must be in place to periodically verify and document that all non-sterile compounding activities are being carried out according to the Standards. GD – Section 7
	<input type="checkbox"/> Review Table 6 in Section 7.6 of the Guidance Document for examples of components of a quality assurance program. GD – Section 7.6

Section 8: Levels of Requirements

STANDARD	GUIDANCE
The pharmacy meets the requirements for non-sterile compounding (Level A, B, or C) based on the complexity and risks associated with compounding the preparation.	<input type="checkbox"/> Level A: the pharmacy must have a separate space designated for non-sterile compounding. GD – Section 8.1
	<input type="checkbox"/> Level B: the pharmacy must have a separate, well-ventilated room, with a larger workspace, greater protection from cross-contamination, and appropriate equipment. The pharmacy may require a ventilated containment device (C-PEC; Containment Primary Engineering Control) when certain powders, aromatic products or hazardous products are compounded. GD – Section 8.2
	<input type="checkbox"/> Level C: the pharmacy must have a separate, well-ventilated room with appropriate air exchange and negative pressure. An appropriate C-PEC should be available for materials being compounded. GD – Section 8.3
	<input type="checkbox"/> Review Table 7 in Section 8.4 of the Guidance Document for a summary of requirements for compounding non-sterile preparations. GD – Section 8.4

Section 9: Requirements for Hazardous Preparations

STANDARD	GUIDANCE
Facilities for the compounding of hazardous non-sterile preparations are designed and built in accordance with the Standards, and provincial/territorial and local regulations.	<input type="checkbox"/> A sink with hot and cold running water should be available for handwashing, along with an eyewash station and/or other emergency or safety features that meet applicable laws and regulations. Water sources and drains should be located at least 1 meter away from the C-PEC. GD – Section 9.1.1
	<input type="checkbox"/> The room used for compounding hazardous non-sterile preparations needing Level C requirements should have external venting through high-efficiency particulate air (HEPA) filtration. GD – Section 9.1.1
	<input type="checkbox"/> The room used for compounding hazardous non-sterile preparations needing Level C requirements should have physical separation from other preparation rooms. GD – Section 9.1.1
	<input type="checkbox"/> The room used for compounding hazardous non-sterile preparations needing Level C requirements should have appropriate air exchange (at least 12 air changes per hour [ACPH]). GD – Section 9.1.1
	<input type="checkbox"/> The room used for compounding hazardous non-sterile preparations needing Level C requirements should have negative pressure (–2.5 Pa relative to surrounding areas). GD – Section 9.1.1
	<input type="checkbox"/> The surfaces of ceilings, walls, floors, fixtures, shelving, counters and cabinets in the hazardous non-sterile compounding area should be smooth, impermeable, free from cracks and crevices, and made of non-shedding material. GD – Section 9.1.1
	<input type="checkbox"/> Controlled rooms must not have windows or doors opening directly to the exterior of the building. Any doors or

	windows leading to the outside or to a non-controlled area (other than the doors designated for accessing the room) should also be sealed. GD – Section 9.1.3
	<input type="checkbox"/> A procedure is established for receiving, unpacking and storing hazardous products that includes processes for undamaged, sealed/unsealed products and damaged packaging. Refer to Diagram 2 in the Guidance Document in Section 9.1.4. GD – Section 9.1.4
	<input type="checkbox"/> Hazardous products must be stored in a room with appropriate ventilation and identified with appropriate signage to indicate the presence of hazardous products. See Table 8 in Section 9.1.5 of the Guidance Document for required conditions for a hazardous products storage area. GD – Section 9.1.5
Appropriate equipment are in place for the handling of hazardous products.	<input type="checkbox"/> The C-PEC is installed in the non-sterile compounding room and should either be externally vented (preferred) or have redundant HEPA filters in a series. GD – Section 9.2.1
	<input type="checkbox"/> Hazardous non-sterile preparations, such as volatile, liquid or powder forms of cytotoxic products, should be compounded inside a C-PEC that provides protection for personnel and the environment (e.g. Class I or II biological safety cabinet, a containment ventilated enclosure (CVE), etc.). GD – Section 9.2.1
	<input type="checkbox"/> The C-PEC must be maintained according to manufacturer's recommendations, and records of maintenance should be maintained. GD – Section 9.2.1
	<input type="checkbox"/> All reusable instruments, devices and accessories used to handle hazardous non-sterile products must be deactivated, decontaminated and cleaned. GD – Section 9.2.2
	<input type="checkbox"/> Personal Protective Equipment (PPE) approved for the compounding of hazardous non-sterile preparations must be worn and replaced/discarded at the appropriate intervals during compounding activities, as described in Section
The pharmacy has procedures in place to ensure that the areas used for compounding of hazardous non-sterile preparations are kept clean.	<input type="checkbox"/> The room used for compounding of hazardous non-sterile products should be kept clean at all times, which entails periodic washing of the walls, ceiling and storage areas. The floors should be washed at least once a day when the room is in use. GD – Section 9.3
	<input type="checkbox"/> The compounding area, equipment and accessories must be meticulously cleaned immediately after compounding of preparations containing hazardous products or allergenic ingredients; it is strongly recommended that equipment used for compounding these classes of ingredients are set aside specifically for these products, or disposable equipment be used if possible to reduce bioburden or cross-contamination. GD – Section 9.3
	<input type="checkbox"/> Only trained and qualified cleaning and disinfecting personnel should be allowed to clean controlled rooms. GD – Section 9.3
	<input type="checkbox"/> Cleaning personnel must comply with the pharmacy's hand hygiene and garbing procedure before they enter areas reserved for compounding hazardous products to perform housekeeping duties. GD – Section 9.3.1
	<input type="checkbox"/> Safety data sheets for products used in the facility for deactivation, decontamination and cleaning must be

	available on site and readily accessible. GD – Section 9.3.2
The pharmacy has procedures in place for deactivating, decontaminating and cleaning in areas reserved for the compounding of hazardous non-sterile preparations.	<input type="checkbox"/> The work surface of the C-PEC must be deactivated, decontaminated and cleaned at least daily when in use, after spills, after interruptions, if ventilation is moved, and before starting the compounding of different preparations. GD – Section 9.3.3
The pharmacy has policies and equipment in place to handle incidents and spills involving hazardous products.	<input type="checkbox"/> Policies and procedures to be followed in case of accidental exposure of personnel to hazardous products must be established. GD – Section 9.4.1
	<input type="checkbox"/> Policies and procedures and training programs should be established to prevent spills and to direct the cleanup of hazardous product spills. Adequate training should be provided to employees who clean up spills, including the use of spill kits, and appropriate PPE. GD – Section 9.4.2
	<input type="checkbox"/> Spill kits should be available in locations where hazardous products are handled and should be present when transporting hazardous products. The contents of spill kits should be verified regularly and their expiration dates checked. GD – Section 9.4.2
Procedures for the destruction and/or disposal of pharmaceutical waste are implemented.	<input type="checkbox"/> Procedures must be in place for the destruction and/or disposal of pharmaceutical waste in compliance with environmental protection legislation. GD – Section 9.5
	<input type="checkbox"/> All personnel involved in the management of hazardous product waste must receive appropriate training on destruction procedures to ensure their own protection and to prevent contamination of the premises or the environment. GD – Section 9.5
	<input type="checkbox"/> All equipment, products and vials used in the compounding of hazardous non-sterile preparations should be discarded in a hazardous waste container. GD – Section 9.5
	<input type="checkbox"/> Waste used in the compounding of hazardous non-sterile preparations should be placed in a hazardous waste container inside the C-PEC or placed in a sealable plastic bag before removal from the C-PEC and then discarded in a hazardous waste container. GD – Section 9.5
	<input type="checkbox"/> All PPE should be discarded into the hazardous waste container. GD – Section 9.5
	<input type="checkbox"/> Bins used for hazardous product waste should comply with local, provincial and federal requirements. GD – Section 9.5
Controlled areas and C-PEC are certified and verified according to standards.	<input type="checkbox"/> The controlled room (C-SEC) and C-PEC must be certified at installation and at least every 6 months thereafter, or after repairs or relocation. GD – Section 9.6.1
	<input type="checkbox"/> Manufacturers' factory-issued certificates for all HEPA filters and C-PECs must be retained for the service life of the equipment. GD – Section 9.6.3

	<input type="checkbox"/> An environmental verification program established should include verification for chemical contamination by hazardous products on surfaces used for receipt, storage, preparation and verification of product and preparations. GD – Section 9.6.3
	<input type="checkbox"/> The level of hazardous product contamination should be measured (e.g. wipe sampling) at least once every 6 months, more frequently if there has been a major change in placement of furniture, compounding processes or cleaning practices. GD – Section 9.6.3
	<input type="checkbox"/> The temperature of controlled rooms should be verified and documented at least once a day. GD – Section 9.6.3
	<input type="checkbox"/> Pressure should be measured continuously in the controlled room, and an alarm system should be in place to immediately advise personnel of non-compliance with specifications. GD – Section 9.6.3
	<input type="checkbox"/> All completed documentation concerning aspects of testing controlled rooms, the C-PEC and supporting equipment for hazardous product contamination should be filed and retained. GD – Section