

**POLICY STATEMENT(S):**

1. An automatic counting device that is capable of recording data and producing printed reports may be replenished without completely emptying the container only under the following criteria:
  - The dispensing device records all lot numbers and expiry dates and is capable of printing a report of that information for a registrant's review.
  - The pharmacy manager ensures that all appropriate reports are printed and reviewed at least monthly to ensure that inventory is well within the "use-by" date.
  - The reports are filed and available for review for one year.
  - If a drug recall occurs, the entire contents of the affected drug's cassette are removed and returned or destroyed if the affected lot number has been used at any time since the last complete emptying and cleaning of the cassette.
  
2. An automated dispensing device that is not capable of recording data and printing reports must be operated and replenished under the following conditions:
  - The cell or cassette must be identified with the drug name, strength, Drug Identification Number (DIN), lot number and expiry date of the stock currently contained in the cell.
  - The replenishment of the cells and cassettes must occur only when they are completely empty of stock before having stock added to them (no "topping up").
  - The replenishment of cells and cassettes must be checked by a registrant. An accountability record must be maintained, including the replenishment date for each cell and the handwritten identification of the registrant who checked the stock.