The physical facilities, space and layout of a licensed pharmacy must remain as depicted in the scale drawing approved by the Alberta College of Pharmacy (ACP) at the time of application. Any changes to the physical facilities, space or layout of a licensed pharmacy are considered renovations and require advanced notice and approval by the registrar prior to implementing these changes.

Along with this application form, you will need to submit the proposed floor plan depicting the physical facilities, space, and layout of the licensed pharmacy. This floor plan must comply with the Floor Plan Requirements Guide. Floor plans submitted that do not comply with this guide will be rejected.

The completed application form and floor plan(s) must be submitted to our office at least 45 days prior to the intended change.

Section One: Pharmacy Information

<table>
<thead>
<tr>
<th>Current operating name of the pharmacy</th>
<th>Licence #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical address – PO Box # not acceptable here</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Province</td>
</tr>
<tr>
<td>Phone # - include area code</td>
<td>Fax # - include area code</td>
</tr>
<tr>
<td>Website address (if applicable)</td>
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</tr>
</tbody>
</table>

Pharmacy hours: Monday-Friday ___________ Saturday ________________ Sunday/Holidays ____________

- The number of hours per week the pharmacy is open to the public: ____________
- The number of hours per week the licensee, on average, will be present at this pharmacy: ____________

The legislation was developed on the premise that a licensee is a clinical pharmacist, practicing at the pharmacy for which they hold a licence, and who would be present for a regular and significant portion of the time that services are provided from the pharmacy. This presence is important for the licensee to personally manage, control, and supervise the day-to-day operation of the pharmacy. Being present means being in attendance at the pharmacy. It does not mean that the licensee must be engaged in patient care activities for the duration of this time, as time is required to fulfill their licensee responsibilities. This also excludes vacation and/or short-term illnesses that are less than 90 consecutive days.

Pharmacy staff: Ensure list is accurate and complete as ACP will add/remove employees to/from the pharmacy file accordingly. Identify ALL regulated members (pharmacists, interns, students, technicians and provisional technicians) that are currently employed at this pharmacy location. Assistants are not regulated members. The licensee (manager) is responsible for notifying ACP of future staff changes via e-mail at pharmacy@abpharmacy.ca

<table>
<thead>
<tr>
<th>ACP Registration #</th>
<th>Name</th>
<th>Pharmacist, Intern, Student, Technician, or Provisional technician</th>
<th>Licensee Yes/No</th>
</tr>
</thead>
<tbody>
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</table>
Section Two: Renovation

Proposed renovation start date: ____________________________________________________________

Proposed renovation completion date: ______________________________________________________

Describe the proposed changes to the pharmacy:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If there are major modifications, one of our Practice Consultants will conduct one or more pharmacy inspections. Modifications, that do not alter the floor plan that was approved by ACP, such as painting, are not considered renovations and do not require further approval. If you are not sure whether the changes you are planning constitute a renovation or not, please contact the ACP office for verification.

1. Are you applying for a secondary dispensary*? (circle response) Yes No
   * Only community pharmacies that do not have a compounding and repackaging licence and existed prior to March 3, 2018 are eligible for a secondary dispensary.

If you answered Yes to Question 1, respond to Questions 2-5

2. Describe the purpose of the secondary dispensary and the pharmacy services that will be provided in this space?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

3. Describe the proximity and path between the primary dispensary and secondary dispensary?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

4. Will the secondary dispensary have a different physical address than the primary dispensary? If so, provide the address.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Alberta College of Pharmacy
1100-8215 112 St. NW, Edmonton, AB T6G 2C8 Tel 780-990-0321 Fax 780-990-0328 pharmacyinfo@abpharmacy.ca

Last Updated: 17-March-2020
Section Three: Compounding Services

All pharmacies must have an area for compounding drugs and be equipped to provide compounding services.

Non-sterile compounding

Prior to completing the following section, you must:
1. Review the Standards for Pharmacy Compounding of Non-sterile Preparations and the Guidance Document for Pharmacy Compounding of Non-sterile Preparations and other related documents.
2. Determine the active pharmaceutical ingredients (APIs) that the pharmacy will use to compound. For each API, refer to the National Institute for Occupational Safety and Health (NIOSH) list and the Safety Data Sheet (in particular, Sections 2 and 8) to determine the level of risk to personnel, the appropriate personal protective equipment, and the engineering controls required for the pharmacy. When there is uncertainty as to the level of risk, you must adhere to the higher standard. Retain copies of all Safety Data Sheets and the assessments of risk.

What APIs will the pharmacy use during compounding?

<table>
<thead>
<tr>
<th>Check One</th>
<th>Ingredients/Compounds</th>
<th>Physical requirements*</th>
</tr>
</thead>
</table>
| ☐ Yes ☐ No | Hazardous drugs which are classified by NIOSH as Group 1 | Level C  
- Separate room  
- Appropriate containment device (C-PEC) for materials being compounded  
- Well-ventilated with appropriate air exchange  
- Negative pressure |
| ☐ Yes ☐ No | Hazardous materials classified by WHMIS as a health hazard, such as those very irritating to the respiratory tract, the skin, and the mucous membrane | Level C  
- Separate room  
- Appropriate containment device (C-PEC) for materials being compounded  
- Well-ventilated with appropriate air exchange  
- Negative pressure |
| ☐ Yes ☐ No | Drugs which are classified by NIOSH as Group 2 or 3 where large quantities of APIs are used routinely | Level C  
- Separate room  
- Appropriate containment device (C-PEC) for materials being compounded  
- Well-ventilated with appropriate air exchange  
- Negative pressure |
| ☐ Yes ☐ No | Complex compounds as defined in USP <795> | Level B  
- Separate room (ventilated or with containment device)  
- Larger workspace and appropriate equipment  
- Environment conducive to little or no interruptions  
- Greater protection from cross contamination  
- May require a ventilated containment device when certain powders, aromatic products or hazardous products are compounded |
| ☐ Yes ☐ No | Small quantities of ingredients or preparations which require ventilation | Level B  
- Separate room (ventilated or with containment device)  
- Larger workspace and appropriate equipment  
- Environment conducive to little or no interruptions  
- Greater protection from cross contamination  
- May require a ventilated containment device when certain powders, aromatic products or hazardous products are compounded |
| ☐ Yes ☐ No | Simple and moderate compounds as defined in USP <795> | Level A  
- Separate space designated for compounding |

* Requirements are excerpts from the Standards for Pharmacy Compounding of Non-sterile Preparations and must not be read in isolation. Refer to the standards for complete requirements.

Your accompanied floor plan must indicate the location of the engineering controls (e.g., fume hood, eyewash station, safety shower) required for the pharmacy based on the APIs with which you will be compounding, the corresponding Safety Data Sheets, and your assessments of risk. This information, along with compounding policies and procedures, master formulation records, and a quality assurance program, must be available upon request.

Sterile compounding

If your pharmacy will be compounding sterile preparations, you must comply with the Model Standards for Compounding Hazardous and Non-Hazardous Sterile Preparations. An ACP Pharmacy Practice Consultant (PPC) will provide consultation by reviewing your floor plans and completing at least one inspection. These processes may result in a 3-4 month timeframe.

Will the pharmacy be compounding sterile preparations?  
☐ Yes ☐ No  
☐ High ☐ Medium ☐ Low ☐ Immediate use

If yes, indicate risk level(s)/use:  
- Risk levels are per the Model Standards

Will the pharmacy be compounding hazardous sterile products?  
☐ Yes ☐ No  
☐ High ☐ Medium ☐ Low

If yes, indicate microbial risk level(s):  
- Risk levels are per the Model Standards
Section Four: Operations and Services

a) Will the pharmacy provide pharmacy services to or for a patient for which the patient or patient’s agent attends the pharmacy to receive the service?  
   • If yes, a community pharmacy licence is required  
   Yes  No

b) Will the pharmacy provide pharmacy services to or for a patient for which neither the patient nor the patient’s agent regularly attends the pharmacy to receive the service?  
   • If yes, a mail order pharmacy licence may be required  
   Yes  No

If yes to b), will a pharmacist regularly attend personally on the patient to assess the patient and monitor the patient’s response to drug therapy?  
   • If yes, exempt from requiring a mail order pharmacy licence  
   Yes  No

c) Will the pharmacy compound or repackage drugs for a licensed pharmacy or institution pharmacy that dispenses or sells those drugs?  
   • If yes, a compounding and repackaging pharmacy licence is required  
   Yes  No

d) Will the pharmacy dispense methadone or buprenorphine-naloxone for opioid dependency?  
   Yes  No

e) Will the pharmacy provide services to individuals who reside outside of Alberta?  
   • This does not include services provided to those who are in Alberta on an incidental basis for vacation or work.  
   Yes  No

f) Will the pharmacy operate as a lock and leave pharmacy?  
   Yes  No

g) Will the pharmacy be located in a shared premises¹ (for example, with a medical clinic)?  
   • If yes to shared premises, you will need to provide a detailed floor plan of the pharmacy itself and an overall floor plan of the shared facility. If you are in a shared premises, you will need to operate as a lock and leave pharmacy.  
   Yes  No

h) Will the pharmacy have off-site storage of records outside of the dispensary?  
   Yes  No

Section Five: Application

I hereby make application to renovate  ___________________________  
Pharmacy Name  Licence #

Licensee Name:  ___________________________________________  Registration #__________________

Please print clearly

Licensee Signature: ____________________________________________________________________________

Dated at ___________________________ this __________________ day of __________________, 20________

(name of city or town)  (date i.e. 25th)  (month)  (year)

¹ According to the Foundational Requirements: Guidance Document for Opening a Licensed Community Pharmacy, the pharmacy and an adjoining business must be able to operate independently of one another; patients must be able to recognize when they have entered the licensed pharmacy, and that an adjoining business (e.g., a medical clinic) is separate from the pharmacy. The pharmacy and the adjoining business must not engage in any practice or enter into any arrangement that unduly interferes with independent patient choice.

Alberta College of Pharmacy  1100-8215 112 St. NW, Edmonton, AB T6G 2C8  Tel 780-990-0321  Fax 780-990-0328  pharmacyinfo@abpharmacy.ca

Last Updated:  17-March-2020
To support the control of COVID-19 the ACP office will be working remotely until further notice. During this office closure please do not fax any documents to the ACP office as the fax machine will be unavailable. Please submit all documentation via email to jennifer.austin@abpharmacy.ca

1. Fee Amount

Renovation Fees .......................................................... $216.30 ($206.00 plus $10.30 GST)

2. Registrant Information

Applicants Name: ____________________________ Registration Number (if applicable): ____________

Signature Authorizing Payment: ______________________ Phone Number: _________________

3. Payment Options

☐ Cheque # ____________ ☐ Credit Card - Visa or MasterCard Only

4. Payment Information

**Credit Card Payment** Please complete numbers 1 to 3 above. Once the application is received via email an ACP representative will contact you at the number provided above and take your credit card information over the phone. Please email the completed application to the ACP office at jennifer.austin@abpharmacy.ca

**Cheque** If you choose to pay the fee via cheque this will require the application to be mailed in with the cheque payment. Please use the mailing address below – Attn: Jennifer Austin. As stated above the ACP office is working remotely and will not have access to regular mail delivery. Thus choosing a cheque payment option will significantly increase processing times.