



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
Los Angeles, CA 90033

POLICY

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Subject: EQUIPMENT MONITORING & MAINTENANCE		Issued By: IDS PHARMACY	
		Approved By: Kathleen R. Hurtado R.Ph. HRA’s President & CEO	
Policy #: 2008	Issue Date: April 12, 2006	Revised Date: November 1, 2006	Effective Date: November 1, 2006

Reference: Original Investigational Drug Storage & Distribution policy dated 4-12-2006.

PURPOSE

To ensure that all IDS equipment is well-maintained.

POLICY

1. **TITHE RATE:** All equipment used in the performance of IDS pharmacy work must be maintained and inspected by pharmacy staff, under the supervision of a licensed pharmacist, in order to comply with all regulatory maintenance requirements and manufacturers’ guidelines.

GUIDELINES & PROCEDURES

1. **HOOD & CABINET INSPECTED EVERY 6 MONTHS:** The laminar flow hood and Vertical Laminar Flow Biological Safety Cabinet (LFBSAC) shall be inspected and certified every six months, or at any time the cabinet is physically moved. Specific, step-by-step instructions for this process are included in a separate IDS Policy & Procedure entitled “Microbiological & Environment Testing;”
2. **THERMOMETER CALIBRATION:** Thermometers must be calibrated periodically, according to the manufacturers’ guidelines;
3. **REPORT PROBLEMS TO HRA:** Any equipment-related problems must be promptly reported to HRA’s Facility Maintenance Department for service;
4. **ANNUAL REFRIGERATION INSPECTION:** All IDS refrigerators and freezers will be inspected annually and any required service will be performed during the inspection(s);
5. **ANNUAL GENERATOR INSPECTION:** The backup IDS power generator must be serviced annually to ensure proper functioning in the event of a power outage.

RESPONSIBILITY

Pharmacist in Charge