



# USP 800 Administrative Requirements

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# Objectives

Address administrative requirements of USP 800

- Discuss reasons for the administrative requirements
- Documentation of the details
- Questions and Discussion

# The Forgotten/Overlooked Aspect of USP 800

# Administrative Requirements

- Documentation provides a timeline for past and future required actions
- Memorializes the actions and provides proof that the required actions have been completed (Section 9)
- Personnel competency must be reassessed at least every 12 months
- These are the words directly from USP 800:  
“All training and competency assessments must be documented”
- To ensure that documentation is completed timely and captured properly, Chapter 4 requires the appointment of Hazardous Drug Designated Person (HDDP)
- Champion of the USP 800 program
- Policies and Procedures Manual – Referred to as an occupational safety plan in the introduction (Section 1)
- USP 800 has 18 chapters so the policies and procedures manual should mimic USP 800

# Administrative Requirements

- Here are some examples of topics that should be in the policy and procedures manual:
  - Assessment of Risk (AOR) for Hazardous drug determination (Section 2)
    - Completion of the AOR form for all current and new hazardous drugs
  - Training for proper use of PPE, donning and doffing, etc. (Section 7)
  - Training for the receiving and unpacking of the hazardous drugs (Section 10)
  - Hazard Communication Program – (Section 8)
  - Spill Control (Section 16)
  - Deactivation, Decontamination, Cleaning, and Disinfecting (Section 15)

## Administrative Requirements

**DOCUMENT!**

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