

**657—42.7(155A) Policies and procedures.**

**42.7(1)** Distributors shall have for all aspects of the distributor's operation policies and procedures that, at a minimum, address the rules in this chapter and any other applicable federal, state, and local laws, rules, and regulations.

**42.7(2)** The policies shall address, at a minimum:

- a.* Security of the facility and of patient information;
- b.* Storage of products, including proper storage conditions and handling of outdated, recalled, and returned products;
- c.* Records, including the retention period for all required records;
- d.* Security, storage and records for products in the possession of a distributor's authorized representative; and
- e.* Employment of personnel with education and experience appropriate to the responsibilities of the position held.

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