



**California State Board of Pharmacy**  
 2720 Gateway Oaks Drive, Suite 100  
 Sacramento, CA 95833  
 Phone: (916) 518-3100 Fax: (916) 574-8618  
 www.pharmacy.ca.gov

Business, Consumer Services and Housing Agency  
 Department of Consumer Affairs  
 Gavin Newsom, Governor



**IMPORTANT NOTICE – OUTSOURCING LICENSE**

Please complete and submit this form if the outsourcing license will expire in the next 120 days and an Important Notice was not received.

**The name of the outsourcing facility and the address MUST match the license.**

Name of Outsourcing Facility	License Number	Expiration Date	
Address	City	State	Zip Code
Telephone Number	Email Address		

Section 4129.1(d) of the California Business and Professions Code prohibits the renewal of an outsourcing facility license until the board reviews specific items and an inspection occurs. To facilitate the timely renewal of your license, the board seeks the following information from you **within 30 days**:

**Please check one of the following:**

- There have been changes to this outsourcing facility’s policies and procedures for compounding (sterile and/or nonsterile) since the facility’s last renewal.
- There have been NO changes to this outsourcing facility’s policies and procedures for compounding (sterile and/or nonsterile) since the facility’s last renewal.

**Submit the following documents:**

1. An electronic copy of the current policy and procedures for compounding (sterile and/or nonsterile). If there have been changes, please identify or list the changes to your policies or procedures.
2. A list of all sterile drugs and nonsterile drugs compounded by the outsourcing facility as reported to the FDA in the last 12 months.
3. Copies of all federal and state regulatory agency inspection reports, as well as accreditation reports, and certification reports of facilities or equipment of the outsourcing facility’s premises conducted in the prior 12 months.



**California State Board of Pharmacy**  
 2720 Gateway Oaks Drive, Suite 100  
 Sacramento, CA 95833  
 Phone: (916) 518-3100 Fax: (916) 574-8618  
 www.pharmacy.ca.gov

Business, Consumer Services and Housing Agency  
 Department of Consumer Affairs  
 Gavin Newsom, Governor



Documents may be submitted electronically by sending an email to [compounding.pharmacy@dca.ca.gov](mailto:compounding.pharmacy@dca.ca.gov). You may enclose a CD or USB drive with this letter if you prefer not to send electronically. Please identify the outsourcing facility's California outsourcing facility license number in the subject line of the e-mail, or on the USB drive or CD.

Please return this signed and dated letter to the board's attention: Outsourcing Facility License Renewal at the address listed above. A renewal notice will be mailed to you in approximately 60 days. Failing to submit this information within the next 30 days could impact the board's ability to timely inspect the facility and process the renewal.

**Person submitting information with management and control of the facility:**

---

Print Name	Signature	Date