

<b>SOP Number:</b> OPS-035-01	<b>Department:</b> DISTRIBUTION OPERATIONS
<b>Supersedes:</b> OPS-035-00	<b>Title:</b> Controlled Substance Monthly Override %
<b>ORIGINATOR</b> Signed By: Michael Cochrane Title: Director, Regulatory Compliance Date: 07/27/07 Role: Preparer/Originator Signature Meaning: Approval	Executive Management Signed By: Patrick Cochrane Title: VP of Ops/Logistics Date: Role: Reviewer Signature Meaning: Approval
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Signed By: Title: Date: Role: Reviewer Signature Meaning: Approval	Compliance Management Signed By: Michael Cochrane Title: Director, Regulatory Compliance Date: Role: Reviewer Signature Meaning: Approval

## REVISION HISTORY

Effective Date	Document Number	Author	Change Description
08/01/2007	OPS-035-00	Michael Cochrane	Original Issue
05/21/2010	OPS-035-01	Michael Cochrane	Review

## 1.0 Scope

The directives contained in this SOP apply to all Anda, Inc, and VIP employees that have or may have contact or involvement in the activities associated with the sales of controlled substances including, but not limited to:

- \* Telesales
- \* National Accounts
- \* Compliance

## 2.0 Purpose

To make sure the appropriate steps are followed when a customer is requesting more than 5000 dosage units of a controlled substance family in a single calendar month.

## 3.0 Procedure

1. Using Sales Advantage from the Anda Intranet, review previous six months of sales.
2. Check percentage of controlled substance sales vs. non-controlled substance sales.  
FPCUSDEA in AGID06LIB
3. Review a year to date file that contains monthly dosage unit purchases by product family.
4. Forward Customer questionnaire to be filled out if percentage ratios are too high.
5. Review all of the above information to determine if customer is eligible for an increase or not.