**[Insert Practice Name]**

**Standard Operating Procedure for Preparation of Allergy Immunotherapy Extracts (AIT)**

1. All AIT prescriptions must be written and verified by the prescribing allergist with a copy of the skin test results or the serum specific IgEs attached.
2. No verbal orders for any AIT prescriptions new or renewal.
3. Before “renewing” the AIT prescription, prescriber must verify date of last injection and if any systemic reactions with the last set vials and adjust prescription(s) if indicated.
4. Compounder (s) must pass the USP 797 requirements and certified by the allergist to compound. (Refer to the AAPA Extract mixing/compounding manual)
5. Before Mixing/Compounding:
	1. Verify that a supervising physician is present in the office.
	2. Turn on the hood for 30 minutes before starting and compounding.
	3. Clean the hood using one step EPA approved cleaning disinfecting agent and allow 10 minutes dwelling time.
	4. Prepare vial labels in accordance with prescription and verify accuracy of:
		1. Name and medical record number
		2. Type and Concentration / Dilution
		3. Storage requirement
		4. Beyond use date (BUD)
	5. Labels to be applied prior to mixing AND MUST BE VERIFIED BY A SECOND PERSON (Verify that the label contains the 5 rights: Right name, Right content {allergens}, Right concentration and right color-coded vial, Right vial medical record number, Right BUD)

The Following Sequence of Personal Hygiene and Garbing MUST be done:

1. **First:** donning of head and facial hair covers (e.g., beard covers in addition to facemasks), wipe glasses if applicable.
2. **Next:** hand cleansing procedure shall be performed by removing debris from underneath fingernails using a nail cleaner under running warm water followed by vigorous hand washing. Hands and forearms shall be washed to the elbows for at least 30 seconds with soap (Don’t use a brush). Hands and forearms to the elbows will be completely dried using either lint-free disposable towels or use the electronic hand dryer.
3. **Next:** non-shedding gown with sleeves that fit snugly around the wrists and enclosed at the neck is donned. If you prefer to use the reusable gowns, they should be laundered appropriately**. The same gown can be used the whole day, (even interrupted sessions).**
4. **Next:** prior to donning sterile powder-free gloves, antiseptic hand cleansing shall be performed using **a waterless alcohol-based surgical hand scrub with persistent activity** Hands are allowed to dry thoroughly before donning sterile gloves. Powder free Sterile gloves shall be **the last item donned before compounding begins.**
5. Gloves become **contaminated** when they contact nonsterile surfaces during compounding activities. **Disinfection of contaminated gloved hands may be accomplished by wiping or rubbing sterile 70% IPA to all contact surface areas of the gloves and letting the gloved hands dry thoroughly**.
6. Clean and maintain an aseptic work environment (hood surface) between prescriptions.
7. Disinfect gloves with Sterile 70% isopropyl alcohol and allow them to dry before mixing (and intermittently for lengthy mixing).
8. Wipe vials and/or ampules with Sterile 70% isopropyl alcohol and allow to dry.
9. Maintain aseptic technique by minimizing contact with secretions, skin, glove fingertips and other potential sources of contamination during the mixing process.
10. Sets using Sterile 70% isopropanol as recommended in USP 797 Allergen Extract Preparation
11. Do not mix prescriptions for more than one patient at a time.
12. Document all Mixing Compounding activities on the Extract Mixing/Compounding Log, date, and sign.