

## **MARK YOUR CALENDAR: CVS/pharmacy is modifying its New Item Setup Process to include a Regulatory Compliance Assessment**

Dear Supplier:

Below is important information regarding changes to the New Item Setup Process here at CVS/pharmacy. Whether you have a new item coming in right around the corner, or if it's not even on the horizon, please review the [very important information below](#).

### **WHAT HAS CHANGED ABOUT THE NEW ITEM SETUP PROCESS?**

As of June 17, 2013 all **new items** will be required to undergo a WERCS assessment via questionnaire. This questionnaire will be at the beginning of the New Item Form, and you will be **required** to answer Yes, or No to the following:

**Is this item chemical containing (including aerosols or bag-on-valve)?**

**Does this item contain or is it a lightbulb/lamp (fluorescent/incandescent/halogen/LED/neon/high pressure sodium/mercury vapor)?**

**Does this item contain or is it a battery?**

**Is this item an electronic with a circuit board?**

Some of these questions are easier than others! If you do not know for sure if the answer is YES to any of these questions, ask someone in your R&D or Transportation Department.

If you answer **YES** to any of the above questions, your item must be registered with WERCSmart in order for you to complete the New Item Setup Process with CVS.

If the answer is **NO** to ALL questions above, you do not need to register your item with WERCSmart and you can proceed through the New Item Setup Process.

**Information accuracy is of the utmost importance at this stage in the process. If your item meets the registration criteria and you do not complete the WERCSmart registration process, there is a hard-stop in our system and your item will not be set up until you have completed WERCSmart registration for the item.**

How does CVS know if you completed the product registration process? At the end of the WERCSmart product registration process you will be given a "WPS ID". The CVS New Item Form will have a section for the "WPS ID" to be placed, which allows for the New Item Setup Process to continue.

The updated New Item Form will be available on CVSSuppliers.com in the very near future.

In the event that you have not reviewed the previous (3) three communications from CVS/pharmacy regarding this **MANDATORY** compliance initiative, we have attached all (3) three emails here for ease of reference.

### **HELPFUL TIPS:**

**KNOW YOUR ITEMS:** Being able to accurately answer the (4) four items on the questionnaire is a **must**.

**BE PREPARED:** Our previous communications provided resources for webinar training sessions and a Product Registration Checklist to help you when compiling information on your product prior to performing the product registration process. **Use them!** If your company has never registered a product with WERCSmart, we strongly suggest coordinating with all applicable departments to ensure going forward, the colleague filling out the New Item Form has the support they need.

**GIVE YOURSELF TIME:** Compiling the information needed for the registration process can take a good deal of time, but the actual item entry process of your information into WERCSmart can be completed in 30-45 minutes (or greater based on the complexity of your products formulation). The WERCSmart Product Assessment performed by WerCS Professional Services can take 2 to 4 days once all item information has been entered.

**LAST RESORT:** The Petition Process will be outlined in greater detail for those who contact us indicating they have a product that meets the criteria, yet they cannot get the information necessary for completing the Product Registration Process with WERCSmart. The Petition Application Process is costly, and should be a last resort.

### **ADDITIONAL DETAILS FOR RELEVANT PRODUCT TYPES:**

**Arts & Crafts** – Clay, Fabric Dye, Glue, Paint, Plaster

**Automotive** – Antifreeze, Brake Fluid, Car or Boat Wash, Car or Boat Wax, Degreaser, Fuel, Fuel Additive, Gasoline, Hydraulic Fluid, Polish, Refrigerant, Tire and Wheel Cleaner, Transmission Fluid, Windshield Washer Fluid

**Cleaning Supplies** – Air Freshener, Bathroom and Tile Cleaner, Bleach, Carpet Cleaner, Degreaser, Deodorizer, Dishwasher Detergent, Disinfectant, Fabric Softener, Floor Polish and Wax, Glass Cleaner, Laundry Detergent, Polish, Oven Cleaner, Sanitizer, Stain Remover, Water Softener, Wood Cleaner

**Grocery** – Cooking Oil, Food Coloring, Energy Bars, Food Item Dispensed by Compressed Gas, Vitamin Drinks, Water or Food Flavor Enhancers

**Health & Beauty** – Adhesives, Antiperspirant, Astringent, Cleansing Wipes, Blush, Body Lotion or Cream, Body Oil, Body Wash, Bronzer, Bubble Bath, Conditioner, Cosmetics, Dental Whitening Products, Deodorant, Eye Drops, Eyeliner, Floss, Foundation, Fragrance, Hair Colorant, Hair Styling Products, Hand Sanitizer, Lip Balm, Lip Gloss, Make-up Remover, Nail Polish, Nail Polish Remover, Shampoo, Shaving Cream or Gel, Soap, Sun Care, Sunscreen, Temporary Tattoos, Toothpaste

**Home Improvement** – Adhesives, Anti-Stain, Asphalt, Bonding Agent, Butane, Caulking, Cement, Deck Cleaner, Etching Chemical, Faux Finishing Coating, Fire Extinguishing Agent, Glue, Lubricant, Paint, Paint Strippers, Paint Thinners, Primers, Sealants, Shellacs, Stains, Tape, Varnish

**Lawn & Garden** – Algicide, Animal Deterrent, Charcoal, Fertilizer, Fungicide, Herbicide, Insecticide, Mulch, Pest Control, Pesticide, Plant Food, Pool Chemicals, Pest Repellent, Trap or Bait Station, Weed Killer

**Nutritional Supplements** – Energy or Nutrition Bars, Beverages, or Powders, Nutritional Supplement, Vitamin

**Pet Care** – Aquarium Maintenance, Flea or Tick Repellent, Litter for Pets, Pet Shampoo, Pet Shampoo with Pest Control, Taste Deterrent, Training Aid Repellent

**Pharmacy** – All Over-the-Counter Pharmaceutical Products, Analgesic, Antacid, Antibiotic, Antifungal, Condom, Contraception, First Aid Kits or Supplies, Glucose Test Strips, Herbal or Dietary Supplement, In-Vitro Diagnostic, Latex Gloves, Laxative, Medicinal Liquids (cough medicine, eye drop, ear drop, nasal spray, inhaler), Medicinal Lozenges, Pills, or Capsules, Nicotine Replacement, Patches (heated and/or medicated), Stool-Softener, Suppository, Thermometer

**Sporting Goods** – Ammunition, Animal Attractant, Freezer Pack, Gun Lubricant, Heating Packs, Lantern, Lighter Fluid, Paint Balls, Pepper Spray, Signal Flare, Water Sanitizer Kits

**Stationery** – Chalk, Correction Fluid, Crayon, Glue, Inks, Marker, Pen, Writing Instrument

**Toys** – Bubble Solution, Caps, Engines for Model Rockets, Silly String, Water-filled Toy

**Other** – Anti-Static Product, Candle, Firelog, Fireworks, Glow Sticks, Photographic Chemical

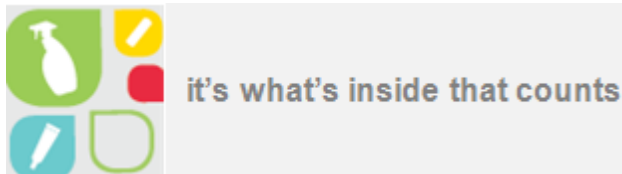
**Battery or battery containing items**

**Light bulb or light bulb containing item** - Fluorescent/incandescent/halogen/LED/neon/high pressure sodium/mercury vapor

**Any item that is an electronic with a circuit board**

Please contact our CVS WERCSmart Team with any questions - [wercsinfo@cvscaremark.com](mailto:wercsinfo@cvscaremark.com)

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