Policy Title: Management of Controlled Drugs and Substances, Narcotics, and Veterinary Biologics.

Policy Number: CCC-2009-01

Office Responsible: Chemical Control Centre

Executive Responsible: Vice-President, Administration & Finance

Last Approval Date: May 26, 2009

Last Revision Date: May 26, 2009

1.0 POLICY STATEMENT

The University of Windsor is committed to ensuring that veterinary biologics, narcotics, controlled drugs and substances are used appropriately within our scholarly activities. This policy outlines how these items are to be acquired, stored, used, and disposed across all academic, research, and administrative areas.

2.0 PURPOSE

The purpose of this policy is to ensure a consistent approach to the prescribed requirements for controlled drugs and substances, narcotics, and veterinary biologics while publicizing the University's requirements for operational due diligence and stewardship. This policy does not apply to the use of ethanol on campus.

3.0 SCOPE

This policy applies to all academic, administrative, and research units within the University of Windsor.

4.0 EXCEPTIONS TO THE POLICY

None.

5.0 CROSS-REFERENCES

- Controlled Drugs and Substances Act
- Narcotic Control Regulations
- Food and Drugs Act
- Food and Drug Regulations
- Natural Health Products Regulations
- Health of Animals Act
- Health of Animals Regulations
- Canadian Environmental Protection Act
- New Substances Notification Regulations

CCC-2009-02 Controlled Substances Order Form
CCC-2009-03 Loss and Theft Report Form (Health Canada)
CCC-2009-04 Notification of suspected adverse reaction to veterinary drugs form (Health Canada)
EPS-2009-05 Substance Disposal Form

6.0 DEFINITIONS

**Controlled substance:** a substance included in Schedule I, II, III, IV, or V of the Controlled Drugs and Substances Act; includes any substance that contains a controlled substance natural or synthetic. See [laws.justice.gc.ca/en/F-27/C.R.C.-c.870/125819.html](http://laws.justice.gc.ca/en/F-27/C.R.C.-c.870/125819.html)

**DIN drug identification number:** an eight-digit numerical code assigned to each drug product marketed under or in accordance with the Food and Drugs Act and Food and Drug Regulations. Human and veterinary drugs must have a valid DIN to be sold in Canada.

**Departmental Appointee** a faculty or staff member appointed by a Department Chair to assist in the implementation of local procedures for drug control.

**Drug** any substance or mixture of substances manufactured, sold or presented for use in:

- the diagnosis, treatment, mitigation or prevention of disease, disorder, or abnormal physical state, or its symptoms, in human beings or animals;
- restoring, correcting or modifying organic functions in human beings or animals;
- disinfection in premises where food is manufactured, prepared or kept.

**Experimental study** a limited test of a new drug in animals carried out by an investigator.

**Extra-label drug use** is the use of a drug product in a manner that is not consistent with what is indicated on the label or package insert of any drug product approved by Health Canada.

**Hospital** a facility that is licensed, approved or designated by a province in accordance with the laws of the province to provide care or treatment to persons or animals suffering from any form of disease or illness.

**Inspector** a person designated as an Inspector pursuant to Section 30 of the Controlled Drugs and Substances Act (e.g., peace officer).

**Lot number** any combination of letters or figures by which a product may be traced in manufacture and identified in distribution.


**New drug** a drug, or combination of drugs, for which the safety and effectiveness of use has not been established by Health Canada.

**Pharmacist** a person who is registered and entitled under the laws of a province to practice pharmacy and to operate a pharmacy or dispensary.

**Qualified Person In** a person who has overall responsibility for the management of a licenced...
**Charge (QPIC)**
dealer’s operation pertaining to activities involving controlled drugs and substances. The Manager of the Chemical Control Centre is the University of Windsor’s QPIC.

**Practitioner**
a person who is authorized under the laws of a province to practice in that province the profession of medicine, dentistry or veterinary medicine, and includes any other person or class of persons prescribed as a practitioner; pursuant to Food and Drug Regulations, Part G, Division 4, practitioners may administer controlled drugs to patients under their professional treatments.

**Precursor**
a substance included in Schedule VI of the Controlled Drugs and Substances Act.

**Prescription**
an authorization given by a practitioner that a stated amount of a specified controlled drug be dispensed for the person named therein.

**Proper Name**
the name internationally recognized for the narcotic or the name assigned to the narcotic in the latest edition of any generally recognized pharmacopoeia or compendium of drugs.

**Provide**
to give, transfer or otherwise make available, directly or indirectly.

**Schedule**
a listing of controlled drugs and substances pursuant to specific federal legislation.

**Veterinary biologics**
substances used for restoring, correcting or biologics modifying organic functions in animals or for use in the diagnosis, treatment, mitigation or prevention of diseases, disorders, abnormal physical states, or the symptoms thereof, in animals.

Veterinary biologics, which must be licensed by the Canadian Food Inspection Agency (CFIA) for use in Canada, include vaccines, bacterins, bacterin-toxoids, immunoglobulin products, diagnostic kits, and similar such substances derived through biotechnology.

### 7.0 PROCEDURE
#### 7.1 Authorized Individuals

1. Only those persons authorized by the University pursuant to the Controlled Drugs and Substances Act (CDSA) shall have possession, care and custody of controlled drugs, controlled substances and narcotics, namely:
   a. Chemical Control Centre staff members;
   b. Qualified Person In Charge (QPIC);
   c. practitioners who require controlled drugs for patient treatment;
   d. employees of the University of Windsor, designated by the Chair of the University of Windsor Animal Care Committee, who perform duties under the authority of a practitioner;
   e. Campus Community Police constables acting in an enforcement capacity;
   f. persons granted CDSA Section 56 Exemptions for Scientific Purposes and/or Experimental (Clinical) Studies based upon applications endorsed by the University of
Windsor’s Qualified Person-In-Charge (e.g., veterinarians and/or investigators
 needing controlled substances for field or laboratory work; clinical trials of drugs
 and/or new drugs in animals).

2. No person shall possess a substance included in Schedule I, II or III of the Controlled Drugs and
 Substances Act unless authorized by regulations under CDSA.

3. Except as authorized under the Controlled Drugs and Substances Act, no person shall import into
 Canada or export from Canada a substance included in Schedule I, II, III, IV, V or VI. No person
 shall possess a substance included in these Schedules for the purpose of exporting it.

4. Except as authorized, no person shall produce a substance included in Schedule I, II, III, or IV
 of the Controlled Drugs and Substances Act.

5. The person in charge of a place entered by an Inspector or peace officer and every person there
 shall give the Inspector or peace officer all reasonable assistance in the power of that person
 and shall furnish the Inspector or peace officer with such information as may reasonably be
 required.

6. No person shall knowingly make any false or misleading statement verbally or in writing to an
 Inspector or peace officer. No person shall obstruct an Inspector or peace officer who is engaged
 in the performance of his/her prescribed duties.

7. No person shall knowingly make, or participate in, or assent to or acquiesce in the making of a
 false or misleading statement in any book, record, return or other prescribed document however
 recorded.

7.2 End-User Responsibilities

1. A practitioner and/or principal investigator shall: complete a Controlled Drugs and Substances
 Order Form (CCC-2009-02) have it co-signed by his/her Departmental Appointee (see Section 8),
 and submit it to the Chemical Control Centre QPIC. This form, necessary for billing and audit
 purposes, is available as hard copy from the Chemical Control Centre or is found on-line at
 www.uwindsor.ca/ccc.

2. Consult with the Institution’s QPIC and complete as necessary the following forms for Health
 Canada:

   Application Form for an Exemption to Use a Controlled Substance for Scientific Purposes:
   www.hc-sc.gc.ca/dhp-mps/substancontrol/exemptions/index-eng.php

   Application for an Experimental Studies Certificate for a Veterinary Drug

3. Maintain records of controlled drugs, substances and veterinary biologics as prescribed by
 regulations within the institution’s Hazardous Materials Information System (HMIS), including the
 date received, the name and quantity of controlled substance, the name and address of the
 person from whom the drug was received, the particulars of use, the running balance, and the
 return of any quantity to the Chemical Control Centre for disposal. The records maintained within
 HMIS will be used as the institution’s official records and shall be made readily available to
 Inspectors or peace officers to obtain information, and shall be retained for at least seven years
 from the date of entry of the record. For more information, visit www.uwindsor.ca/hmis.

4. Take adequate steps to contain, protect and secure all controlled drugs and substances, narcotics,
 veterinary biologics and discretionary veterinary health products, against spill, loss or
 theft in accordance with the regulations (e.g., store in a locked safe, drawer, cabinet or lockable
 refrigerator set between 2 and 8 degrees Celsius);
5. Seek permission from the institution’s QPIC to relocate the secure storage of controlled drugs and substances, narcotics, and veterinary biologics from any location previously identified and approved;

6. Notify the QPIC of his/her extended absence, greater than three (3) months, from the University and to make alternate arrangements for possession and safekeeping of his/her controlled substances;

7. Report any spill, loss or theft of a controlled drug or substance to the Departmental Appointee and to the QPIC immediately after the discovery of the spill, loss or theft (CCC-2009-03);

8. Submit annually an inventory of controlled drugs and substances, narcotics, and veterinary biologics under his/her care and custody (e.g., names of controlled substances, balances, secure locations) to the QPIC;

9. Permit the QPIC (or designate), Departmental Appointee, Inspector or peace officer to audit all records and stocks of controlled drugs and substances, narcotics, and veterinary biologics under the practitioner’s or principal investigator’s care and custody;

10. Consult with the QPIC, University Staff Veterinarian and the institution’s Risk Management Committee about proposed work with novel veterinary biologics, new substances to be used in investigational (experimental) veterinary drugs or new human drugs, and about new substance notifications and permit applications to federal agencies;

11. Upon completion of a teaching or research program, immediately return all unused controlled drugs and substances, narcotics, and veterinary biologics to the Chemical Control Centre for authorized disposition or destruction (EPS-2009-05).

7.3 Administration

The Chemical Control Centre, under the authorization and supervision of the institution’s QPIC shall, on behalf of the University of Windsor be responsible for the administration of the institution’s Controlled Drugs and Substances, Narcotics, and Veterinary Biologics program, including:

a. order, receive from licensed dealers, store, dispense to authorized persons, collect and dispose of all controlled drugs and substances, narcotics, and veterinary biologics used in University teaching and research programs and clinical activities;

b. maintain prescribed records concerning the receipt of controlled drugs and substances and veterinary biologics from all licensed dealers providing such substances to the University for sanctioned teaching, research and clinical purposes;

c. maintain records for at least seven years from the date of the making of the record;

d. appropriately label and issue controlled drugs and substances and veterinary biologics to practitioners and principal investigators for sanctioned teaching, research and clinical purposes;

e. stipulate requirements for responsible care and secure custody of controlled drugs and substances and veterinary biologics and shall require that all unused product be returned to the Chemical Control Centre for destruction;

f. determine whether drug use Applications must be submitted to Health Canada and to liaise with federal authorities on behalf of University personnel; e.g.,

Application for an Exemption to Use a Controlled Substance for Scientific Purposes submitted to The Office of Controlled Substances, Health Canada
www.hc-sc.gc.ca/dhp-mps/substancontrol/exemptions/index-eng.php

Application for an Experimental Studies Certificate for a Veterinary Drug submitted to the Veterinary Drugs Directorate, Health Canada
g. take reasonable precautions to determine that persons are authorized under prescribed regulations to possess controlled drugs and substances, narcotics, and veterinary biologics, such as verifications of identification and signatures, confirming licensure with the College of Veterinarians of Ontario;

h. maintain prescribed records concerning controlled drugs and substances, narcotics, and veterinary biologics dispensed to authorized persons from the Chemical Control Centre;

i. take all reasonable steps that are necessary to protect and secure all controlled drugs and substances, narcotics, veterinary biologics and discretionary veterinary health products under care and custody against spill, loss or theft;

j. report any loss or theft of controlled drugs and substances and veterinary biologics to the Office of Controlled Substances, Health Canada, as prescribed within 10 days of the discovery thereof (CCC-2009-03);

k. advise the Vice-President Administration & Finance and the Director of Campus Community Police about any extra-ordinary drug-related situation concerning safety, security or regulatory non-compliance; and

l. prepare a report annually for the Vice-President Administration & Finance concerning the use of controlled drugs and substances and veterinary biologics at the University, which summarizes noteworthy compliance issues and enforcement actions.

If requested, an ad hoc peer review committee shall be convened by the Vice-President Administration & Finance to advise about extraordinary issues related to the management and use of controlled drugs and substances.

Authority to enforce compliance with University of Windsor and prescribed requirements ultimately resides with the Vice-President Administration & Finance.

7.4 Disposal of Controlled Drugs

Unwanted controlled drugs and substances, narcotics, or veterinary biologics, including liquid, powder, tablet or injectable preparations, must be returned to the Chemical Control Centre for proper disposal (EPS-2009-05). The institution’s HMIS inventory records shall be annotated to indicate the disposal. Unwanted biologics must be disposed of as hazardous waste through services provided by Chemical Control Centre. Empty bottles, vials, syringes and sharps must be collected in University standard (red or yellow) sharps collectors that are also disposed via the Chemical Control Centre.

Chemical Control Centre
Environmental Protection Services (Essex Hall B-37)

P: (519) 253-3000 ext. 3523
F: (519) 973-7013
E: ccc@uwindsor.ca
www: www.uwindsor.ca/ccc

8.0 Departmental Appointees

Departmental Appointees have been identified in those departments where controlled drugs and substances are used in Academic and Research Programs. The Appointees provide assistance to implement the University’s drug control procedures by:

a. co-signing Request to Issue forms;
b. verifying that the Principal Investigator’s proposed storage for controlled drugs and substances is safe and secure;
c. liaising with the Chemical Control Centre on drug control matters;
d. assist in performing internal audits and accommodating external audits.

The Departmental Appointees (as of date published) are:

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<tr>
<th>Department</th>
<th>Name</th>
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<tbody>
<tr>
<td>Biological Sciences</td>
<td>Elaine Rupke</td>
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<tr>
<td>Chemistry &amp; Biochemistry</td>
<td>TBD</td>
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<tr>
<td>Animal Care Facilities – GLIER</td>
<td>Todd Ledley</td>
</tr>
<tr>
<td>Animal Care Facilities – Biology / Chrysler Hall South</td>
<td>Elaine Rupke</td>
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</tbody>
</table>

9.0 CONTACT INFORMATION

For more information on the University of Windsor’s management of Controlled Drugs and Substances, Narcotics, and Veterinary Biologics, please contact:

Chemical Control Centre
Laboratory Safety, Assurance, and Compliance

P:  519.253.3000.3523
F:  519.973.7013
E:  ccc@uwindsor.ca
www: www.uwindsor.ca/ccc
Appendices

Canadian Council on Animal Care (CCAC)
The Canadian Council on Animal Care (CCAC) Guide to the Care and Use of Experimental Animals, chapters X, XI and XII, addresses the subjects of pain control in animals, anesthesia and euthanasia.


Exemption to use a Controlled Substance for Scientific Purposes:
Researchers (e.g., physicians, veterinarians and university principal investigators) who require controlled drugs and substances for medical or scientific research purposes (i.e., for non-treatment purposes in laboratory or wild animals, for in vitro utilization, for human or animal clinical trials) must obtain an exemption under Section 56 of the Controlled Drugs and Substances Act. Exemptions to certain provisions of CDSA, which must be applied for and are subject to prescribed terms and conditions, allow researchers to legally possess specified quantities of controlled substances for specified research purposes. Exemptions, if issued, are valid for no longer than one year.

The Evaluation and Authorization Division of the Office of Controlled Substances (OCS) manages the exemption process. The Application Form for an Exemption to Use a Controlled Substance for Scientific Purposes is available on their website.

Extra-Label Drug Use
Numerous risk issues are associated with extra-label drug use (ELDU) in animals. These issues are explored at: www.hc-sc.gc.ca/dhp-mps/vet/label-etiquet/index-eng.php

Health Canada’s Drug Product Database (DPD)
Health Canada’s Drug Product Database (DPD) contains specific information on all drugs approved for use in Canada. The DPD includes human pharmaceutical and biological drugs, veterinary drugs and disinfectant
Health Products and Food Branch
The Health Products and Food Branch (HPFB) Inspectorate of Health Canada is responsible for compliance and enforcement activities pursuant to the Controlled Drugs and Substances Act (CDSA) and the Food and Drugs Act.

Health Products and Food Branch (HPFB)
180 Queen Street West
Toronto, ON
M5V 3L7
P:  1-866-999-7612
F:  (416) 973-1423
E:  Info@hc-sc.gc.ca

Healthy Environments and Consumer Safety Branch (HECSB)
The possession, import, export, production, distribution and sale of narcotics, controlled drugs, targeted substances and precursor chemicals are all subject to legislated controls for public health and safety. Canada’s Drug Strategy and Controlled Substances Program falls within the Healthy Environments and Consumer Safety Branch (HECSB) of Health Canada.

Investigational New Drugs – Experimental Studies Certificates
The Veterinary Drugs Directorate issues Experimental Studies Certificates to researchers who undertake clinical evaluations of new drugs. Principal investigators must apply to the VDD. The Institution’s QPIC must be consulted about any Application to VDD for an Experimental Studies Certificate for a Veterinary Drug; a copy of the Application must also be forwarded to the Chemical Control Centre.

Submission Office - Submission and Knowledge Management Division
Veterinary Drugs Directorate
Holland Cross Complex
Tower A, Ground Floor
Address Locator: 3000A
14-11 Holland Avenue
Ottawa, Ontario K1A 0K9
F:  (613) 946-1125
E:  vetdrugs-medsvet@hc-sc.gc.ca
www:  www.hc-sc.gc.ca/vetdrugs-medsvet

Natural Health Products
Natural health products are regulated by the Natural Health Products Regulations pursuant to the Food and Drugs Act. The regulations apply only to human products; they include substances or medicinal ingredient substances set out in Schedule 1 of the Regulations, but not substances set out in Schedule 2.

Natural health products are identified with a natural products number (NPN) or a DIN-HM number which designates the product as a Homeopathic Medicine approved by Health Canada. The University’s Research Ethics Board must approve research involving natural health products and human subjects.
Office of Controlled Substances (OCS)
The Office of Controlled Substances (OCS) oversees the national compliance and enforcement program for all products under the HPFB mandate (excluding food products regulated by the Canadian Food Inspection Agency, CFIA). It is also responsible for administering the exemption process that allows possession of controlled drugs and substances for scientific and medical research.


Reporting Adverse Reactions
Health Canada’s guidelines concerning adverse reaction reporting are described at:

The pharmacovigilance program is explained at: www.hc-sc.gc.ca/dhp-mps/vet/advers-react-neg/index_e.html.

Suspected adverse reactions to veterinary drugs should be reported to the VDD. For further background information, please see: www.hc-sc.gc.ca/dhp-mps/vet/faq/dar-rim_program_e.html.

Veterinary Biologics
Veterinary biologics, which include vaccines, immunoglobulin products and diagnostic test kits for the diagnosis, prevention or treatment of animal diseases, are regulated by the Veterinary Biologics Section (VBS) of Canadian Food Inspection Agency (CFIA).


Veterinary biologics approved for sale in Canada are listed at:
http://active.inspection.gc.ca/eng/anima/vetbio/vetbio_dbe.asp

Suspected adverse reactions to veterinary biologics must be reported under the Veterinary Biologics Guideline 3.15E
Guideline for Reporting Suspected Adverse Events to Veterinary Biologics. The CFIA adverse event report form is available at: http://active.inspection.gc.ca/tech/pdf.asp?c2205e

All veterinary biologics produced by biotechnology are regulated under the Health of Animals Regulations. CFIA guidelines are available at www.inspection.gc.ca/english/anima/vetbio/info/vb302e.shtml.

Veterinary Drugs Directorate (VDD)
The Veterinary Drugs Directorate (VDD) is part of the Health Products and Food Branch of Health Canada.
To protect human and animal health and the safety of Canada's food supply, the Veterinary Drugs Directorate (VDD) evaluates and monitors the safety, quality and effectiveness, sets standards, and promotes the prudent use of veterinary drugs administered to food-producing and companion animals.

Holland Cross Complex
Ground Floor
14 - 11 Holland Avenue
Postal Locator 3000A
Ottawa, Ontario
K1A 0K9

P: (613) 954-5687
F: (613) 957-3861
E: vetdrugs-medsvet@hc-sc.gc.ca
Controlled Drugs, Substances, Veterinary Biologics, and Narcotics
Acquisition Overview

### Step

<table>
<thead>
<tr>
<th>Controlled Substance Sourced</th>
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<tbody>
<tr>
<td>Exemption Permit / Prescription Received</td>
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<tr>
<td>Completion of Controlled Drugs &amp; Substances Order Form (CCC-2009-02)</td>
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<td>Validation of storage requirements</td>
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<tr>
<td>Approval by QPIC</td>
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<tr>
<td>Substance Acquired by Chemical Control Centre</td>
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<td>Substance Distributed to Principle Investigator</td>
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<td>Substance secured</td>
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### Responsibility

- Faculty Member
- Health Canada / University Veterinarian
- Faculty Member
- Departmental Appointee
- Chemical Control Centre
- Faculty Member

### Recorded in

- HMIS (www.uwindsor.ca/hmis)

### Additional Information

- Substance used in scholarly activity
- Substance lost
- Substance no longer required
- Chemical Control Centre Notified
- Appropriate Form Completed (CCC-2009-03)
- Product returned to Chemical Control Centre for Disposal
- Appropriate Form Completed (EPS-2009-05)
- Recorded in HMIS (www.uwindsor.ca/hmis)
Controlled Drugs and Substances Order Form

Controlled drugs, substances, and narcotics listed in Schedule F & G of the Food and Drugs Act and the Narcotic Control Regulations under the Controlled Drug and Substances Act must meet the requirements of Federal Regulations on their purchase, use and storage. To comply with these requirements it is necessary to maintain adequate records for these drugs.

### A. CLIENT INFORMATION:

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<th>Client Name</th>
<th>Department</th>
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Title of course or research project:

### Storage Information

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### Estimated Period For Use of Drug

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### B. SCIENTIFIC EXEMPTION INFORMATION: (if applicable)

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<th>Expiry Date</th>
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<th>Approved Purpose</th>
<th>☐ In vitro</th>
<th>☐ In vivo</th>
<th>Max. Qty Allowed</th>
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### C. VETERINARY APPLICATION: (if applicable)

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<th>Is this item to be used on animals?</th>
<th>Yes</th>
<th>No</th>
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If yes, please provide your Animal Utilization Project No:

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### D. SUBSTANCE INFORMATION:

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<th>Cat. No.</th>
<th>Substance Name</th>
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<th>Qty</th>
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<td>Schedule of Drug:</td>
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<td>Schedule of Drug:</td>
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E. AUTHORIZED USERS:

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<tr>
<th>Name</th>
<th>Student/Employee ID</th>
<th>Email</th>
<th>Phone</th>
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F. SECURITY ARRANGEMENTS:

Please outline the steps to be taken to prevent loss:

G. APPROVAL:

I, the Applicant, warrant the statements contained herein to be true and agree that the controlled substances supplied against this application shall be used for the purpose and in the manner authorized by the University of Windsor’s Animal Care Committee, Health Canada Scientific Exemption Permit, or any other relevant legislation.

I agree that I will ensure that all unused drugs will be returned to the Chemical Control Centre when the project is completed. I agree to ensure that the utilization and disposal of the above mentioned item is recorded within the University of Windsor’s Hazardous Materials Information System (www.uwindsor.ca/hmis).

As the legally responsible individual, I will ensure that all research conducted under my direction in the above laboratories and by the above personnel conforms to the University of Windsor’s Controlled Drugs and Substances, Narcotics, and Veterinary Biologics. In addition, I understand that if either myself and/or designated personal are found to be in breach of institutional guidelines and policies, legislation, and/or any associated regulations all funding maybe frozen until corrective action is taken.

Signed: Principle Investigator Date

Signed: Department Appointee Date

Signed: QPIC - University of Windsor Date
Controlled substances are regulated by Health Canada under the Controlled Drugs and Substances Act; therefore, to facilitate the acquisition of this item we require a copy of a valid Scientific Exemption from the Evaluation and Authorization Division of Health Canada’s Office of Controlled Substances.

Evaluation and Authorization Division
Office of Controlled Substances
Health Canada, A.L.: 3502B
123 Slater St., 2nd Floor
Ottawa, Ontario K1A 1B9
Website: http://www.hc-sc.gc.ca/dhp-mps/substancontrol/exemptions/scientif/index_e.html
Telephone: (613) 952-221 Fax: (613) 952-2196

The Chemical Control Centre can help assist in the completion of your exemption application. If you have any questions or require assistance in the completion of your application for a scientific exemption permit, please feel free to contact the following:

Chris Busch
Manager – Chemical Control Centre
519.253.3000 ext. 3523 (option #3)
cbusch@uwindsor.ca

Office Use Only:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>QPIC Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVO registration validated and placed on file</td>
<td></td>
</tr>
<tr>
<td>Prescription lists all items clearly</td>
<td></td>
</tr>
<tr>
<td>Animal care protocol reviewed and references materials</td>
<td></td>
</tr>
<tr>
<td>Security arrangements have been reviewed</td>
<td></td>
</tr>
</tbody>
</table>

Narcotic Controlled Product – Attach a copy of the exemption permit or completed application

<table>
<thead>
<tr>
<th>Exemption Permit No.</th>
<th>Exp. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempted Amount</td>
<td></td>
</tr>
</tbody>
</table>

Past Orders

<table>
<thead>
<tr>
<th>Issue No.</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
</table>

Available Amount:

<table>
<thead>
<tr>
<th>Exempted Amount</th>
<th>Issue No.</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
</table>

QPIC Validation

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Name – Nom

Street – Rue

City – Ville

Province

Postal Code – Code postal

Date

Pharmacy

Hospital

Practitioner

Licensed Dealer

Registered Dealer

Other (specify)

Type of Loss – Type de perte

Break and entry

Pillage

Loss unexplained

Armed Robbery

Grab theft

Loss in transit

Other (specify)

Has this been reported to the police?

Oui

Non

Date

Name of police service

Incident number

Telephone Number

Details of loss or theft discovery:

Details de la découverte de la perte ou du vol :

Description of physical security measures in place

Description des mesures de sécurité physique en place

Description of security measures put in place to prevent future loss or theft

For loss in transit – Lors d’une perte durant le transport

List of controlled substances – precursors lost or stolen

Brand name and unit strength.

Dosage form if applicable

Quantity

Brand name and unit strength.

Dosage form if applicable

Quantity

List of controlled substances – precursors lost or stolen

License or permit number for a practitioner or pharmacist

Signature

Submit to – Soumettre

HC/SC 4010 (08-2005 Revised – Révisé)

CCC-2009-03
Non               Oui
Bon                   Passable               Pauvre                   Critique

Envoyer l’original à:  Direction des médicaments vétérinaires
Nom du vétérinaire
40. Veterinarian’s name

Si oui: a) Combien de temps avant cet incident? b) Brand name of drug used - Nom commercial du médicament utilisé

Bien: c) Did this or other animal(s) react adversely? Est-ce que cet animal ou d’autres animaux ont réagi?

Réactions indésirables prsumées aux médicaments vétérinaires (comprenant les effets secondaires, toxicités, idiosyncrasiques, allergiques, la mauvaise tolérance, l’incompatibilité, l’inefficacité)

9. Storage conditions - Conditions d’entreposage

16. Overall state of health at time of reaction - État général de santé lors de la réaction

27. Concurrent therapy was any used?
Thérapie concomitante utilisée?

28. Was this animal/group of animals previously treated with this or similar drug?
Est-ce que cet animal ou groupe d’animaux a déjà été traité avec ce médicament ou un médicament similaire?

26. Reaction ● Provide description including reason for use of drug, management of adverse reaction and outcome. Include results of laboratory tests and necropsy. If the drug was administered via the feed, it would be helpful to provide the name of the feed manufacturer, formulation, bill of sale and feed assay. Please complete on a separate sheet if necessary. Réaction ● Décrire la réaction et inclure la raison pour l’emploi du médicament, traitement de la réaction adverse et résultats. Inclure les résultats des tests de laboratoire et de la nécropsie. Si le médicament fut administré dans les aliments, il serait utile que vous donnez le nom du fabricant de moelle, la formule de l’aliment, la facture et l’analyse de l’aliment. Veuillez compléter sur une autre feuille si nécessaire.

11. Animal species - Espèce animale

17. Drug was administered by - Médicament administré par

23. Route - Voie

24. No. of times treated Nombre de traitements

25. Time from last treatment to reaction - Temps entre le traitement et le début de la réaction

29. Owner’s name - Nom du propriétaire

30. Owner’s address - Adresse du propriétaire

31. Telephone - téléphone

32. Sender - Envoyeur

33. Street- Rue

34. City - Ville

35. Province

36. Postal Code Code postal

37. Telephone - Téléphone

38. Signature

39. Date

40. Veterinarian’s name
Nom du vétérinaire

41. Veterinarian’s address - Adresse du vétérinaire

42. Veterinarian’s telephone - Téléphone du vétérinaire

Send original to: Veterinary Drugs Directorate
Health Products and Food Branch
Veterinary Drugs Directorate
50-1401 St. John's Place
Ottawa, ON K1A 0K9

Send copy to manufacturer
Adverse Reaction :  Tel: (613) 948-2381 Fax: (613) 946-1125

Envoyer original à: Direction des médicaments vétérinaires
Direction générale des produits de santé et des aliments
Santé Canada
Complexe Holland Cross
Tour A, Rue-du-chanoine
14-14 avenue Holland
Indice de l’adresse: 3000A
Ottawa, ON K1A 0K9

Reactions indesirables/Cat.: (613) 948-2381 Fax.: (613) 946-1125
Envoyer une copie au fabricant
Send adverse reactions to Vaccines to:
Canadian Food Inspection Agency
Animal Products Directorate
Animal Health and Production Division
Veterinary Biologics Section
59 Camelot Drive
Ottawa, ON K1A 0Y9

Envoyer les réactions indésirables aux Vaccins à:
Agence canadienne d’inspection des aliments
Direction des produits animaux
Division de la santé des animaux et de la production
Section des produits biologiques
59 prom. Camelot
Ottawa, ON K1A 0Y9

Please send one copy to:
Chemical Control Centre
Attn: QPIC
University of Windsor
401 Sunset Avenue
Windsor, ON N9B 3P4
Controlled Drugs and Substances Destruction Request Form

Controlled drugs, substances, and narcotics listed in Schedule F & G of the Food and Drugs Act and the Narcotic Control Regulations under the Controlled Drug and Substances Act must meet the requirements of Federal Regulations on their destruction.

A. CLIENT INFORMATION:

<table>
<thead>
<tr>
<th>Client Name</th>
<th>Department</th>
<th>Office Building</th>
<th>Office Number</th>
<th>Phone No.</th>
<th>Fax No.</th>
<th>Email</th>
<th>Account Number</th>
</tr>
</thead>
</table>

B. SUBSTANCE INFORMATION:

<table>
<thead>
<tr>
<th>#</th>
<th>Initial Sales Issue #</th>
<th>CCC ID #</th>
<th>Serial No. #</th>
<th>Substance Name</th>
<th>Remaining Amount (g)</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Schedule of Drug: DIN #:

C. OFF-SITE DESTRUCTION INFORMATION:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>City</th>
<th>Province</th>
<th>Telephone</th>
<th>Fax Number</th>
<th>Pick-up Date</th>
<th>Driver Name</th>
<th>Method of Destruction</th>
<th>Date of Destruction*</th>
<th>Manifest Number</th>
</tr>
</thead>
</table>

* - Information derived from declaration information

D. DESTRUCTION REQUEST:

<table>
<thead>
<tr>
<th>Date Request Submitted to OCS</th>
<th>OCS File No</th>
<th>Approval Date</th>
</tr>
</thead>
</table>

E. DECLARATION INFORMATION:

<table>
<thead>
<tr>
<th>Name of individual carrying out destruction:</th>
<th>Witness name:</th>
<th>Does the name and quantity of items submitted for destruction match the declaration?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
**Principle Investigator:** I acknowledge that the above-mentioned controlled drugs and substances, narcotics or veterinary biologics are being returned to the University of Windsor’s Chemical Control Centre for destruction. Furthermore, that the records associated with the use of these items has been recorded within the institution’s Hazardous Materials Information System (HMIS). I understand that these materials will not be returned to myself or designate under any circumstances.

Signed: Principle Investigator  
Date

Signed: Receiver - Chemical Control Centre  
Date

Signed: Hazardous Materials Technician  
Date

Signed: QPIC - University of Windsor  
Date