

## **Destruction of Controlled Drugs**

The following procedure should be adopted when forwarding expired/unwanted controlled drugs (ie. NOT applicable to other scheduled drugs and poisons) for destruction.

Complete the top section of the letter (refer Attachment 1) with all relevant details:  
(Endeavour to keep a blank copy of the letter for the next time one is needed.)

- Business name (eg Smith's Pharmacy, Stanley Private Hospital, Black's Nursing Home,) address and telephone number
- Name, strength, form and quantity of each type of drug to be destroyed
- Name and usual signature of the person who prepared the list
- Name and signature of the witness
- Date of forwarding
- Approval Number of pharmacy (not applicable for aged care facilities or hospitals).

Mark each package with the number corresponding to the package number in the list. If there are more than 20 packages, amend the numbers on a second sheet to go 21, 22 etc (refer to form in Attachment 1) and label the sheets 1 of 2, 2 of 2 etc.

All items in the parcel must be cushioned and held sufficiently firmly to prevent damage in transit. Do not allow glass bottles to clash together.

**Put your** (sender's) **company name and address** on the **outside** of the completed parcel. This enables the parcel to remain sealed during registration and only opened for processing.

For the laboratory to identify the parcel, please describe the contents as "**THERAPEUTIC GOODS FOR DESTRUCTION**".

Endorse your controlled drugs record book and adjust progressive balances. Entries should be marked "forwarded to analyst for destruction."

For clarification on any other issue, either contact the analyst on 3274 9104, or ring an Environmental Health Officer located at your local Queensland Health Public Health Unit (refer to Attachment 2 contact list).

Forward the parcel by **courier** or **registered mail** to the appropriate address below. **You should contact Australia Post to determine their current guidelines on sending pharmaceuticals in the post.**

Forward to:

Therapeutic Goods  
Investigative Chemistry  
Forensic and Scientific Services  
Queensland Health

**Courier Address:**  
39 Kessels Road  
Coopers Plains Qld 4108

**Australia Post:**  
PO Box 594  
Archerfield Qld 4108

If the packaged pharmaceuticals are sent by courier, the sender should ensure that they receive a delivery confirmation receipt. The acknowledgement should be delivered to the sender for their records. If the package is sent by registered post, a delivery confirmation receipt should be sent to you.

**Review date** 2013

**Drugs and Poisons Policy and Regulation Unit**  
Environmental Health Branch  
Queensland Health

[www.health.qld.gov.au/ph/ehu/drugs\\_poisons.asp](http://www.health.qld.gov.au/ph/ehu/drugs_poisons.asp)

**Always refer to [www.health.qld.gov.au](http://www.health.qld.gov.au) for the latest document version.**



**ATTACHMENT 2 Queensland Health Environmental Health Offices (Public Health Units)**  
 (As at March 2012)

For the most current Public Health Unit details, please visit [www.health.qld.gov.au/cho](http://www.health.qld.gov.au/cho).

<b>Office</b>	<b>Phone number</b>	<b>Fax number</b>
<b>Brisbane Northside Environmental Health (Windsor)</b>	(07) 3624 1111	(07) 3624 1159
<b>Brisbane Southside Environmental Health (Coopers Plains)</b>	(07) 3000 9148	(07) 3000 9121
<b>Cairns Environmental Health</b>	(07) 4226 5555	(07) 4031 1440
<b>Central Queensland Environmental Health (Rockhampton)</b>	(07) 4920 6989	(07) 4921 3230
<b>Central West Environmental Health (Longreach)</b>	(07) 4652 6000	(07) 4652 6099
<b>Darling Downs Environmental Health (Toowoomba)</b>	(07) 4631 9888	(07) 4639 4772
<b>Gold Coast Environmental Health</b>	(07) 5668 3700	(07) 5562 1649
<b>Logan Environmental Health</b>	(07) 3412 2989	(07) 3412 2999
<b>Mackay Environmental Health</b>	(07) 4911 0400	(07) 4944 0661
<b>Moreton Bay Environmental Health (Redcliffe)</b>	(07) 3142 1800	(07) 3142 1825
<b>Mt Isa &amp; Gulf Environmental Health</b>	(07) 4744 9100	(07) 4744 9124
<b>South West Environmental Health (Charleville)</b>	(07) 4656 8100	(07) 4654 2615
<b>Sunshine Coast Environmental Health (Maroochydore)</b>	(07) 5409 6600	(07) 5443 5488
<b>Torres Strait and Northern Peninsula Area Environmental Health</b>	(07) 4069 0436	(07) 4069 2862
<b>Townsville Environmental Health</b>	(07) 4753 9000	(07) 4753 9011
<b>West Moreton Environmental Health (Ipswich)</b>	(07) 3413 1200	(07) 3413 1201
<b>Wide Bay – Bundaberg Environmental Health</b>	(07) 4150 2780	(07) 4150 2729
<b>Wide Bay - Hervey Bay Environmental Health</b>	(07) 4184 1800	(07) 4184 1809