

Storage and recordkeeping of regulated S7, S8, S9 and S10 substances used for research, analysis or teaching

Purpose

This document outlines requirements for approval holders in relation to the storage and record keeping of Schedule 4, regulated Schedule 7s, Schedule 8, Schedule 9 and Schedule 10 substances used for research, analysis or teaching under the Health (Drugs and Poisons) Regulation 1996.

Regulated Schedule 7 substances

Regulated Schedule 7 poisons must be stored in such a way so as to be inaccessible by unauthorised persons. Depending on the risk of the substance including the potential for diversion, a risk based approach for storage and recording keeping should be applied to protect public health and safety. If the regulated Schedule 7 poison is strychnine or cyanide it must be stored under lock and key with only the Approval holder having access.

Schedule 4, 8, 9 and 10 substances (scheduled substances)

Storage

Schedule 4's (restricted drugs) must be stored in such a way so as to be inaccessible to unauthorised persons.

Schedule 8's (controlled drugs) must be kept in a receptacle that complies with Appendix 6 of the Health (Drugs and Poisons) Regulation 1996, or a secure place to the satisfaction of an Environmental Health Officer of Queensland Health. Similar requirements must also be followed in the storage of Schedule 9 and 10 substances due to their potential for diversion for illicit use.

The key to storage premises shall be kept in such a manner that it can only be accessed and used by the Approval holder, or a person delegated by the Approval holder or another authorised person under the Health (Drugs and Poisons) Regulation 1996.

Record keeping

Records of all scheduled substances must be kept in a book which is regularly maintained and must include the following information:

1. Incoming stock:
 - a. date of obtaining
 - b. source
 - c. quantity

- d. order number
2. Outgoing stock:
- a. date of use
 - b. quantity used
 - c. name of the person using the scheduled substance.
 - d. balance of regulated substance remaining

Alternatively, a computerised recording system may be used for the recording of the scheduled substances subject to the following:

1. The computer system is programmed in a manner which ensures:
 - a. a separate part of the drugs register is used for each class of scheduled substances; and
 - b. a general heading is displayed on each such part describing the class and measurement of the scheduled substances recorded; and
 - c. entry into the substances register, details that are listed in point 2 below; and
 - d. each transaction is recorded in chronological order
2. Each transaction for each class of scheduled substance must include the following details:
 - a. the date of the transaction
 - b. from whom the scheduled substances were obtained
 - c. the use of the scheduled substances
 - d. the quantity or volume of the scheduled substances obtained or used
 - e. the quantity or volume of the scheduled substances in stock after the transaction

If a record is in an electronic form, the approval holder, or delegate, must ensure the entries in the record are stored in a computer system that has enough capacity and backup capability for the purpose. Access to the computerised records must be limited to the approval holder or those delegated by the approval holder.

The approval holder or delegate must ensure at reasonable intervals of not more than 6 months that the stock of scheduled substances is checked to ensure the records on hand are accurate. This requires that all records of transactions for scheduled substances are inspected and validated. Further, the person who inspects the records must—

- i. write the date and results of the inspection on the record; and
- ii. immediately report in writing, any of the following to the Director, Environmental Hazards Unit, Queensland Health —
 - Where there is any discrepancy between the stock on hand of the scheduled substances and the quantity of stock in the records that cannot be accounted for; or
 - If the checker knows, or reasonably suspects that the scheduled substances been lost, misappropriated or stolen.