

Approval Date: March 12, 2010

Parent Policy: [Supply of Goods and Services Policy](#)

## Purchase of Restricted Items Procedure (Appendix A) Controlled Substances

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| <b>Office of Administrative Responsibility:</b> | Supply Management Services                                      |
| <b>Approver:</b>                                | Associate Vice-President (Finance & Supply Management Services) |

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| <b>Contact for questions about this procedure:</b> | <b>SMS Customer Service</b><br>780-492-4668<br><a href="mailto:customerservice@sms.ualberta.ca">customerservice@sms.ualberta.ca</a> |
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### Overview

The purchase, possession, use, import and/or export of controlled substances is regulated by *Health Canada's Office of Controlled Substances*. Authorizations, licenses, permits or exemptions must be in the possession of the end-user prior to ordering.

### Purpose

To provide detailed instructions to ensure the purchase, import, receipt, use and record retention of controlled substances are compliant with relevant government legislation.

## **PROCEDURE**

### 1. OBTAINING SCIENTIFIC EXEMPTION

Physicians, veterinarians and other researchers affiliated with universities requiring a controlled substance for research purposes which include *in vitro* utilization, administration to animals or human clinical trial or for special activities (e.g. testing of water quality, screening for drugs of abuse), must receive an exemption under Section 56 of the CDSA. The exemption allows the individual only to possess a specified quantity of the controlled substance and to administer the controlled substance to human subjects or animals for the purpose of research.

a. The principal investigator (PI) completes an *Application Form For An Exemption To Use A Controlled Substance For Scientific Purposes* and submits the original application to:

Evaluation and Authorization Division  
Office of Controlled Substances  
Drug Strategy and Controlled Substances Program  
Healthy Environments and Consumer Safety Branch  
Health Canada, A.L.: 3502B  
123 Slater St. 2<sup>nd</sup> Floor  
Ottawa, Ontario K1A 1B9

If the controlled substance for which a scientific exemption is being sought is not available in Canada, the Office of Controlled Substances (OCS) licensed dealership may import it from another country on behalf of the University.

b. OCS issues a Letter of Authorization to the PI and notifies the supplier of the intended purchase. The Authorization specifies the exempt activities with conditions relating to:

- i. name and quantity of the controlled substance
- ii. name and address of the supplier
- iii. scope of activity and transportation
- iv. records retention
- v. physical security
- vi. reporting of loss, destruction, unused or expired substances

## 2. PURCHASING

a. The ordering department or unit, on behalf of the PI, completes a *Purchase Requisition* and submits to Supply Management Services (SMS) along with the Letter of Authorization from OCS. The purchase of controlled substances is not permitted by using the Low Dollar Purchase or Corporate Purchasing Card methods.

b. SMS creates a Purchase Order (PO) and returns the document to the PI for his or her signature

c. If the supplier is located within Canada, the PI forwards the PO and Authorization to the supplier for processing.

d. If the supplier is located outside of Canada:

i. The PI forwards the PO, Authorization and the University's collect Purolator account number to Health Canada, OCS.

ii. OCS acts as the licensed dealer and obtains an import permit on behalf of the University.

iii. OCS forwards the PO, Authorization and import permit to the foreign supplier, who fills the order and ships to OCS.

iv. OCS ships to the University by Purolator.

The importation process usually takes about two (2) months.

## 3. RECORDS RETENTION

a. Health Canada requires records to be maintained for a period of two (2) years with respect to:

i. Possession and Use

1. kind, date and quantity of the controlled substance purchased or received;

2. name and address of the person from whom the controlled substance was received; and

3. particulars of the use to which the controlled substance was put

ii. Destruction

1. name, strength per unit and quantity of any controlled substance to be destroyed;

2. date of destruction;
  3. reason for destruction; and
  4. printed names and signatures of PI and witness to the destruction
- b. Copies of purchase requisitions, purchase orders and packing slips must be retained by the end-using department or unit for six (6) years plus the current fiscal year.

## **DEFINITIONS**

There are no definitions for this Appendix. [[▲Top](#)]

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Application Form for an Exemption to Use a Controlled Substance for Scientific Purposes](#)

## **RELATED LINKS**

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[Office of Controlled Substances](#) (Health Canada)