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. 2nd 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.

**FORMS**

Should a link fail, please contact uappol@ualberta.ca.

**RELATED LINKS**

Office of Controlled Substances (Health Canada)