

## Guidelines for Dangerous Poisons Manufacturers and Suppliers Licence Holders

This summary has been prepared by the Health Protection Service to assist in understanding key storage and related requirements for dangerous poisons manufacturers and suppliers licence holders. Refer to the *Medicines, Poisons and Therapeutic Goods Act 2008 and Regulation 2008* (at [www.legislation.act.gov.au](http://www.legislation.act.gov.au)) for full details.

### Storage Requirements

- Licensees must ensure that they are authorised to be in possession of a dangerous poison.
- Dangerous poisons must be stored in a place where only authorised persons, and not the public, have access.

### Procurement, Destruction and Record Requirements

- Dangerous poisons are obtained on the authorisation of the licensee. These regulated substances are the responsibility of the licensee. Other staff are not authorised to order and receive the dangerous poisons.
- If a licensee wishes to destroy expired or unwanted dangerous poisons, the destruction must be witnessed by a prescribed person under regulation 743. Both participants in the destruction must sign the dangerous poisons register.
- Records of all dealings in dangerous poisons must be retained in a readily retrievable form for 2 years. These should show the true and accurate balance remaining after each dealing and be in a form that cannot be altered without detection. Loose-leaf books are not recommended.
- Dangerous poisons registers and other recording and storage arrangements may be the subject of inspections under the Act.

### Matters to be reported

ACT Health must be notified when:

- Dangerous poisons are lost.
- Dangerous poisons are stolen. The theft must also be reported to a police office. It is recommended that the loss of theft of dangerous poisons records be reported.

### Related Documents

*Dangerous Poisons Manufacturers and Suppliers Licence Application* information sheet

#### Accessibility

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

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