

# Guidelines for Research and Education Program Licences

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This summary has been prepared by the Health Protection Service to assist in understanding key storage and related requirements for research and education program licence holders. Refer to the *Medicines, Poisons and Therapeutic Goods Act 2008 and Regulation 2008* ([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 controlled medicine, dangerous poison or prohibited substance.
- Controlled medicines and prohibited substances must be stored in a locked medicines cabinet, safe, strong room or vault. Keys and lock combinations to the storage receptacle must not be accessible to or known by unauthorised persons.
- Dangerous poisons must be stored in a place where only authorised persons, and not the public, have access.

## Procurement, Destruction and Record Requirements

- Controlled medicines, dangerous poisons and prohibited substances 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 regulated substances.
- If a licensee wishes to destroy expired or unwanted controlled medicines and prohibited substances, the destruction must be witnessed by a prescribed person under Regulation 545. 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 controlled medicines, dangerous poisons or prohibited substances register.
- Records of all dealings in controlled medicines, dangerous poisons and prohibited substances 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.
- Controlled medicines, dangerous poisons and prohibited substances 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:

- Controlled medicines, dangerous poisons or prohibited substances are lost
- Controlled medicines, dangerous poisons or prohibited substances are stolen. The theft must also be reported to a police officer.

It is recommended that the loss of theft of controlled medicines, dangerous poisons or prohibited substances records be reported to ACT Health.

### 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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