

Guidelines for Use Of Controlled Substances in Live Animal Research Studies and for In Vitro Purposes - University of Saskatchewan

Preface

Research scientists and laboratories from time to time require the use of controlled substances in the conduct of research studies involving animals or for in vitro purposes. The following guidelines assist researchers and laboratory personnel in making application for these drugs.

Drugs Covered

All drugs (chemicals) listed in the Schedule to the Narcotic Control Regulations of the Controlled Drugs & Substances Act, (<http://laws.justice.gc.ca/en/C-38.8/>) and the Schedule to Part G of the Food & Drug Regulations (<http://laws.justice.gc.ca/en/F-27/C.R.C.-c.870/index.html>)

Application Procedure

Persons making application should use the pdf fillable form:

Application Form for an Exemption to Use a Controlled Substance for Scientific Purposes.

The form can also be downloaded from: <http://www.hc-sc.gc.ca/hc-ps/substancontrol/exemptions/applic-sci-eng.php>.

Supplier

The name, address and telephone number of the intended supplier must be specified.

Applicants should ensure that the drug needed is available from the specified source, which must be a licensed narcotic or controlled drug dealer, a community pharmacy or the pharmacy department of a hospital where the research is being conducted. The Regulations allow for the issuing of import permit only to a Canadian licensed pharmaceutical company hence import permits cannot be issued to individuals. Licensed dealers can undertake the importation of certain narcotic and controlled drugs on behalf of a researcher. **It is the responsibility of the researcher to formalise such an agreement with a licensed dealer.**

The Pharmacy at the Western College of Veterinary Medicine can supply most veterinary drugs for use in animals. The contact information is:

**Pharmacist
Western College of Veterinary Medicine
University of Saskatchewan
52 Campus Drive
Saskatoon, SK S7N 5B4
Attn: Perry Li, B.S.P.
(306)966-7120**

In cases where the substance is unavailable in Canada, the Office of Controlled Substances may import it on behalf of the applicant, which may take up to 3 months. Researchers must complete the **Import Order Authorization and Permit Application Form** (http://www.hc-sc.gc.ca/hc-ps/alt_formats/hecs-sesc/pdf/substancontrol/exemptions/import_permi-eng.pdf). All costs involved in any such importation, including customs charges, are the responsibility of the applicant.

Physical Security and Storage

Controlled drugs must be kept in a secure area, preferable a dedicated lockable drawer or cabinet, to prevent loss or theft. A document outlining the physical security requirements for controlled substances can be found on the Health Canada website (<http://www.hc-sc.gc.ca/hc-ps/substancontrol/substan/securit-eng.php>). For Saskatoon, Security Levels 1, 2, or 3 apply, depending on the value of the controlled substance (see Appendix B and C of above document for more information).

Theft

If a theft, loss or forgery occurs it must be reported to the local police immediately and to the Office of Controlled Substances no later than 10 days after its discovery. See: http://www.hc-sc.gc.ca/hc-ps/substancontrol/substan/compli-conform/loss-perte/loss_rep-rap_perte-eng.php.

Letters of Authorization

When an application to use a controlled substance in research using animals is approved by the Office of Controlled Substances, two authorization letters are prepared:

- (a) To the licensed dealer (or other supply source such as pharmacy, hospital, etc.). The authorization is effective for a period of up to one year and covers up to the quantity authorized.
- (b) To the researcher, authorizing the possession and the administration of the drug to animals.

Records

Researchers must keep explicit records regarding the date and quantity of drug received, and the details of the usage, in order to account for the disposition of ALL of the drug (for example, if some of the drug is spilled or discarded, the amount must be accounted for by recording it in the record). It is recommended that all drug usage records and accompanying empty or expired bottles be returned to the supplier (WCVM Pharmacist) to facilitate monitoring by inspectors.