



THE COLLEGE OF
VETERINARIANS
OF ONTARIO

INFO SHEET

Recording, Security and Disposal of Controlled Substances

“Controlled substances” is a general term used in this context to refer to drugs and substances covered under the Controlled Drugs and Substances Act and its Regulations (i.e. narcotics, controlled drugs, benzodiazepines, ketamine and other targeted substances).

INTRODUCTION

The rules for documenting the recording, security and disposal of controlled substances are set out in the *Food and Drugs Act*, and the *Controlled Drugs and Substances Act*. This federal legislation is mirrored in the *Veterinarians Act*.

INFO SHEETS of the College of Veterinarians of Ontario provide veterinarians and the public with information about the governance of veterinarians in Ontario or contain practice parameters and standards that should be considered by all Ontario veterinarians in the care of their patients, dealings with their clients and the welfare of their staff.

It is important to note that these INFO SHEETS may be used by the College or other bodies in determining whether appropriate standards of practice and professional activities have been maintained.

The College of Veterinarians of Ontario regulates veterinarians in Ontario in the public interest.

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Recording

The principle of controlled substance logs is the documentation of drugs received, how they were used, and the remaining balance.

The name and address of the client must be recorded, but the address can be replaced with a client number used to access your client listing.

The records which are required to be kept are described in Sections 25 through 28, of *Ontario Regulation 1093* (available at www.cvo.org).

Included in these requirements are drugs which are compounded using controlled drugs, such as anesthetic premixes. At any time, one should be able to look at the log and be confident of the balance of drugs remaining in the facility.

Security

Veterinarians are responsible for ensuring the security of controlled substances. Subsections 28(4) and (5) of Ontario Regulation 1093 require that the drugs are kept in a locked cabinet, except when drugs are being placed in or removed from the cabinet.

Disposal

Health Canada sets the following requirements for the disposal of controlled substances:

1. Obtain an AUTHORIZATION TO RETURN form from the manufacturer, if they will supply these forms, and then return the controlled substance to the manufacturer for credit. There is no need to obtain authorization from Health Canada if this method is used. The veterinarian must make a record of the material that has been returned to the licensed dealer and keep these records for a period of five years.

2. Alternatively, obtain authorization from Health Canada for the destruction of the controlled or narcotic substance. The destruction of the narcotic or controlled substance must take place in the presence of another practitioner or pharmacist.

3. Incineration is an accepted method of destruction.

4. Possible alternative methods of adulteration can be considered such as mixing crushed tablets, capsules, liquids and transdermals with an inert substance such as kitty litter. When there is no liquid in the mix, water or liquid soap can be used to bind the mixture. The denatured mix can then be placed in a bio-hazard container and destroyed by a company specializing in destruction (usually incineration) of bio-medical products. The disposal of a mixture resulting from adulteration should be in compliance with local municipal, provincial and federal regulations.

5. Controlled substances cannot be left with a licensed pharmacist unless the controlled substance drug has been destroyed and is no longer serviceable or useable.

Loss and Theft

Any loss or theft must be reported to the Minister of Health and Welfare, Canada, within a period of 10 days after its discovery by the practitioner.

For more information, or to obtain authorization for the disposal of controlled substances, contact:

Compliance, Monitoring and
Liaison Division
Office of Controlled Substances
Drug Strategy and Controlled
Substances Program
Health Canada

Address Locator: 3502B

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