



Controlled Drugs and Substances Order Form

Controlled drugs, substances, and narcotics listed in Schedule F & G of the Food and Drugs Act and the Narcotic Control Regulations under the Controlled Drug and Substances Act must meet the requirements of Federal Regulations on their purchase, use and storage. To comply with these requirements it is necessary to maintain adequate records for these drugs.

A. CLIENT INFORMATION:

Client Name			
Department			
Office Building		Office Number	
Phone No.		Fax No.	
Email		Account Number	
Title of course or research project:			
Storage Information			
Building		Room	
Estimated Period For Use of Drug			
Start:		End	

B. SCIENTIFIC EXEMPTION INFORMATION: (if applicable)

Exemption No			
Issue Date		Expiry Date	
Approved Purpose		Max. Qty Allowed	
		<input type="checkbox"/> <i>In vitro</i> <input type="checkbox"/> <i>In vivo</i>	

C. VETERINARY APPLICATION: (if applicable)

Is this item to be used on animals?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide your Animal Utilization Project No:			
Issue Date		Expiry Date	
Vet's Name			
Client Address			
DMV License No.			

D. SUBSTANCE INFORMATION:

#	Vendor	Cat. No.	Substance Name	Amount	Qty	Price
1						
	Schedule of Drug:			DIN #:		
2						
	Schedule of Drug:			DIN #:		
3						
	Schedule of Drug:			DIN #:		

E. AUTHORIZED USERS:

	Name	Student/Employee ID	Email	Phone
1				
2				
3				

F. SECURITY ARRANGEMENTS:

Please outline the steps to be taken to prevent loss:

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G. APPROVAL:

I, the Applicant, warrant the statements contained herein to be true and agree that the controlled substances supplied against this application shall be used for the purpose and in the manner authorized by the University of Windsor's Animal Care Committee, Health Canada Scientific Exemption Permit, or any other relevant legislation. .

I agree that I will ensure that all unused drugs will be returned to the Chemical Control Centre when the project is completed. I agree to ensure that the utilization and disposal of the above mentioned item is recorded within the University of Windsor's Hazardous Materials Information System (www.uwindsor.ca/hmis).

As the legally responsible individual, I will ensure that all research conducted under my direction in the above laboratories and by the above personnel conforms to the University of Windsor's Controlled Drugs and Substances, Narcotics, and Veterinary Biologics. In addition, I understand that if either myself and/or designated personal are found to be in breach of institutional guidelines and policies, legislation, and/or any associated regulations all funding may be frozen until corrective action is taken.

Signed: Principle Investigator	Date

Signed: Department Appointee	Date

Signed: QPIC - University of Windsor	Date

H. NOTES

Controlled substances are regulated by Health Canada under the Controlled Drugs and Substances Act; therefore, to facilitate the acquisition of this item we require a copy of a valid Scientific Exemption from the Evaluation and Authorization Division of Health Canada's Office of Controlled Substances.

Evaluation and Authorization Division
 Office of Controlled Substances
 Health Canada, A.L.: 3502B
 123 Slater St., 2nd Floor
 Ottawa, Ontario K1A 1B9
 Website: http://www.hc-sc.gc.ca/dhp-mps/substancontrol/exemptions/scientif/index_e.html
 Telephone: (613) 952-221 Fax: (613) 952-2196

The Chemical Control Centre can help assist in the completion of your exemption application. If you have any questions or require assistance in the completion of your application for a scientific exemption permit, please feel free to contact the following:

Chris Busch
 Manager – Chemical Control Centre
 519.253.3000 ext. 3523 (option #3)
cbusch@uwindsor.ca

Office Use Only:

Veterinary Controlled Product – Attach original signed prescription to order form			
Criteria		QPIC Initial	
CVO registration validated and placed on file			
Prescription lists all items clearly			
Animal care protocol reviewed and references materials			
Security arrangements have been reviewed			
Narcotic Controlled Product – Attach a copy of the exemption permit or completed application			
Exemption Permit No.		Exp. Date	
Exempted Amount			
Past Orders	Issue No.	Date	Amount
Available Amount:			
QPIC Validation			
Signature		Date	