

Scheduled Drugs and Poisons Guideline -HS330

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1. Scope

Scheduled drugs and poisons, referred to as scheduled substances for the remainder of this document, are used for research, analysis and teaching activities at UNSW. The [Poisons Standard](#) classifies drugs and poisons into different Schedules (S2-S10 in increasing order of restriction) to control how drugs and poisons are made available to the public and to protect the health and safety of the public. This guideline outlines UNSW's processes to ensure that the use of such scheduled substances is consistent with legislative requirements in order to eliminate or control potential health and safety risks. This guideline applies to all UNSW activities that involve the use of scheduled substances. This guideline outlines the specific requirements regarding authorisation, purchasing, storage, handling, disposal, training and supervision, record keeping, security and reporting. Requirements associated with the supply, prescription or administration of scheduled substances by a practitioner in a clinical environment are not covered by this guideline. As some scheduled substances are hazardous chemicals, this guideline will be reviewed and implemented in conjunction with UNSW's [Hazardous Chemicals Procedure](#).

2. Schedule 2, 3, 5 and 6

Authorisation to use and Purchasing

Safety documentation, such as a completed risk assessment and approved safe working procedures must be in place, reviewed and readily accessible. Authorisation from NSW Health/ACT Health is not required for the use and storage of Schedule 2 and 3 substances. For Schedule 5 and 6 substances there are no specific requirements. "[A scientifically qualified person who is in charge of a laboratory or department, or a person acting under the direct personal supervision of such a person, is authorised to possess and use any Schedule 2 or 3 substance that is required for the conduct of medical or scientific research or instruction or the conduct of quality control analysis.](#)"

Storage, Handling and Disposal

In the laboratory, storage, handling and disposal of all scheduled substances should be in accordance with standard laboratory storage requirements. In addition:

- A decanted poison should be clearly labelled appropriately.
- Containers that have held poisons must not be re-used.
- Schedule 5 and 6 substances cannot be repacked and must be kept in the manufacturer's original, unopened container. This applies particularly to stock medicines and agricultural chemicals.

Disposal must be in accordance with [Laboratory Hazardous Waste Disposal Guideline](#).

These requirements also apply to UNSW Canberra and no authorisation is required from ACT Health.

3. Schedule 4

Authorisation to use

Safety documentation, such as a completed risk assessment and approved safe working procedures must be in place, reviewed and readily accessible.

Authorisation from NSW Health/ACT Health is not required for the use and storage of Schedule 4 substances (S4 substances). *"A scientifically qualified person who is in charge of a laboratory or department, or a person acting under the direct personal supervision of such a person, is authorised to possess and use any Schedule 4 substance that is required for the conduct of medical or scientific research or instruction or the conduct of quality control analysis."*

NOTE: For Schedule 4 Appendix D substances (S4D substances), such as Pentobarbitone Sodium, additional requirements apply. This section must be read in conjunction with the UNSW requirements outlined by Research Ethics & Compliance Support (RECS) [here](#). A Drug Register and specific approved storage and handling procedures must be in place, reviewed and readily accessible if using Pentobarbitone Sodium as a restricted S4D substance for euthanising animals for research purposes. Further information on the acquisition, storage, record keeping and disposal requirements for preparations of injectable Pentobarbitone Sodium can be found [here](#).

All UNSW personnel involved with S4D substances are to complete the [UNSW Poisons and Therapeutic Substances \(S4D, S8, S9\) Course](#).

Record keeping

Details about the required Drug Register and record keeping for S4D substances are outlined in Section 6.

Purchasing

Suppliers will require an end user declaration (EUD) for the purchase of S4 substances. The EUD must be signed by the Head of School or their delegate. S4D substances that are delivered to UNSW must be stored in a secure location until picked up and promptly collected by an approved person. At UNSW, all S4D substances must be ordered through the [Jaggaer Chemical Inventory Management](#) (CIM) software.

Storage and Handling

In the laboratory, storage and handling of all scheduled substances must be in accordance with standard laboratory storage requirements. In addition:

- A decanted poison should be clearly labelled appropriately.
- Containers that have held poisons must not be re-used.

All Supervisors must ensure that S4 substances are stored in a secure storage area such as a restricted access laboratory. If a freezer or refrigerator is used for the storage of these substances it must be secured in a room with restricted access. Where S4 substances are used, they must be kept:

- Apart from food intended for consumption by humans or animals, and
- In such a way that, if the container breaks or leaks, the poison cannot mix with or contaminate any food intended for consumption by humans or animals, and
- In a room or enclosure to which the public does not have access.



Disposal

S4 substances must not be disposed of 'in any place or any manner likely to constitute a risk to the public' (Clause 66 Poisons and Therapeutic Goods Regulation 2008). At UNSW S4D substances may only be destroyed and/or disposed of by or under the direct personal supervision of a police officer and in accordance with the UNSW [Laboratory Hazardous Waste Disposal Guideline](#). This process is organised by contacting the RECS Office (animalcare@unsw.edu.au and animaethics@unsw.edu.au) who will organise with Eastern Beaches Local Area Command for a police officer to come on campus to witness the destruction and/or disposal of such drugs.

These requirements also apply to UNSW Canberra.

4. Schedule 7 and 10

Authorisation to use

Safety documentation, such as a completed risk assessment and approved safe working procedures must be in place, reviewed and readily accessible prior to the initial purchase of Schedule 7 and 10 substances (S7 and S10 substances). S7 and S10 substances used for research, analytical or instructional purposes are exempt from the requirements for obtaining authorisation from NSW Health/ACT Health.

Purchasing

Chemical suppliers will require an end user declaration (EUD) to be completed for the purchase of S7 and S10 substances. The EUD must be signed by the Head of School or their delegate. S7 substances which are described as "highly dangerous substances" are:

- Arsenic,
- Cyanides,
- Fluoroacetamide,
- Fluoroacetic acid,
- Hydrocyanic acid,
- Strychnine,
- Thallium.

S7 and S10 substances delivered to UNSW must be stored in a secure location until picked up and promptly collected by an approved person, such as a senior staff member.

Storage and Handling

In the laboratory, storage and handling of S7 and S10 substances must be in accordance with standard laboratory storage requirements. In addition:

- A decanted poison should be clearly labelled appropriately.
- Containers that have held poisons must not be re-used.
- S7 and S10 substances cannot be repacked and must be kept in the manufacturer's original, unopened container. This applies particularly to stock medicines and agricultural chemicals.
- S7 and S10 substances must be kept apart from food intended for consumption by humans or animals, and
- in such a way that, if the container breaks or leaks, the poison cannot mix with or contaminate any food intended for consumption by humans or animals, and
- in a room or enclosure to which the public does not have access.

Disposal

Disposal must be in accordance with the UNSW [Laboratory Hazardous Waste Disposal Guideline](#).

These requirements also apply to UNSW Canberra.



5. Schedule 8 and 9

This section must be read in conjunction with the requirements provided by the RECS office [here](#). Safety documentation, such as a completed risk assessment and approved safe working procedures must be in place, reviewed and readily accessible prior to the initial purchase of S8 and S9 substances.

Authorisation to use

Possession of Schedule 8 and 9 substances (S8 and S9 substances) is prohibited without written authority from NSW Health/ACT Health. A suitably qualified person (a person in charge of a laboratory used for the purpose of research, instruction or analysis) may apply for authorisation to possess S8 and S9 substances for the purpose of research, instruction or analysis. Authorisation is issued, in writing, to the person working with the substance/s and is not transferable. For applications to obtain written authority from NSW Health/ACT Health for the purpose of scientific research, contact the RECS office to facilitate the application process [here](#).

All UNSW personnel involved with S8 and S9 substances are to complete the [UNSW Poisons and Therapeutic Substances \(S4D, S8, S9\) Course](#).

Purchasing

S8 and S9 substances must be ordered through the [Jaggaer Chemical Inventory Management](#) (CIM) software. If the drug is not listed in Jaggaer, contact the RECS office (animalethics@unsw.edu.au) and request to have it included in the purchase list. A copy of the S8/9 Chemical Purchasing Procedure for Jaggaer can be found [here](#).

Storage

In the laboratory, storage of all scheduled substances must be in accordance with standard laboratory storage requirements. An authorised person who uses S8 and S9 substances must keep these stored apart from all other goods in a separate room, safe, cupboard or other receptacle securely attached to a part of the premises and kept securely locked when not in immediate use. If using a safe or cupboard, attach to a part of the premises. If these substances are to be kept in a freezer or refrigerator, the freezer or refrigerator must be kept securely locked when not in immediate use and only used for that purpose. The storage area must be secured at all times. Keys to the storage area containing S8 and S9 substances must be stored to prevent unauthorised people from accessing the storage area.

Handling

When handling any scheduled substances ensure all safety directions are followed as per the health and safety documentation requirements. Additional specific legislative requirements for S8 and S9 substances are outlined below in Section 6.

Disposal

S8 and S9 substances must not be wilfully destroyed except under the direct personal supervision of an authorised person in charge of a laboratory and under the conditions of the authorisation. S8 and S9 substances may only be destroyed and/or disposed of by or under the direct personal supervision of a police officer and in accordance with the UNSW [Laboratory Hazardous Waste Disposal Guideline](#). This process is organised by contacting the RECS Office (animalcare@unsw.edu.au and animalethics@unsw.edu.au) who will organise with Eastern Beaches Local Area Command for a police officer to come on campus to witness the destruction and/or disposal of such substances.

These requirements also apply to UNSW Canberra.

6. Drug Register

An authorised person must keep a Drug Register for all S8, S9 and S4D substances that is obtained or used. A separate Drug Register must be kept for each safe where S8, S9 and S4D substances are held. To obtain a Drug Register, contact the RECS office (animalethics@unsw.edu.au) On the day that an S8 and/or S9 substance is received, used, or disposed of (the latter only permitted in the presence of a police officer), the following details are to be recorded in the register:



1. Date;
2. Name and address of the company that the drug was received from e.g., Provect, 3/14 Anella Ave, Castle Hill, NSW 2154;
3. Name of person who administered or used the drug;
4. Quantity of drug received, administered or used;
5. Animal species and ID; (if applicable)
6. UNSW ACEC approval number; (if applicable)
7. Name of Authorised Person listed on NSW Health Authority/ACT Health under which drugs are used;
8. Signature by the person by whom it is made.

When using a S4D substance all of the above information must be entered in the Drug Register as well as the number and species of animals for which it was used. Drug Registers must be kept for at least 2 years after the last entry. An accurate inventory of all S8 and S9 substances must be made:

1. Each March and September
2. If a person assumes control for a period of one month or more

RECS will send each Chief Investigator a pre-filled "Drugs of Addiction or Prohibited Substances Compliance Report" each March and September to complete.

These requirements also apply to UNSW Canberra.

7. Reporting theft and loss

The NSW Poisons and Therapeutic Goods Regulation 2008 require authorised persons to report to Secretary of Health any:

- Suspected or actual loss or theft of an S8, S9 or S4D substance,
- Suspected or actual loss or destruction of a Drugs Register.

These incidents must be reported immediately to the Head of School and/or Dean and RECS (animalethics@unsw.edu.au) who will inform the Director-General on your behalf. Notice of the fact and circumstances of the loss or destruction must be given in writing using the form [Notification of Loss or Theft of Accountable Drugs \(S8, S9 and S4 substances\)](#)

8. Information, training and supervision

The Head of School/Unit, or their delegate, should ensure that all authorised supervisors and approved persons are provided with information and training in the appropriately secure storage, handling and record keeping of scheduled substances. Authorised persons are responsible for the ongoing supervision of approved persons working with scheduled drugs under their authority and for compliance with the relevant legislative requirements.

All personnel involved with S4D, S8 or S9 substances are to complete the [UNSW Poisons and Therapeutic Substances \(S4D, S8, S9\) Course](#).

9. Related documents and references

- [Poisons & Therapeutic Goods Act 1966](#)
- [Poisons & Therapeutic Goods Regulation 2008](#)
- [Drug Misuse and Trafficking Act 1985](#)
- [Poisons Standard June 2022](#)
- [Management of Drugs of Addiction](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017](#)
- [NSW Health Pharmaceutical Services](#)
- [Medicine, Poisons and Therapeutic Goods Act 2008](#)
- [Medicine, Poisons and Therapeutic Goods Regulation 2008](#)

10. Acknowledgements

University of Wollongong



UNSW
SYDNEY

Appendix A: Definitions

Schedule 2 (S2) Pharmacy medicines.

Schedule 3 (S3) Pharmacist only medicines.

Schedule 4 (S4) Prescription only medicine.

Schedule 4D (S4D) Appendix D Schedule 4 substances (prescription-only medicines) that have common therapeutic uses, but are also liable to abuse, misuse and diversion, warranting more stringent controls on possession and supply.

Schedule 5 (S5) Low potential for harm. Domestic poisons.

Schedule 6 (S6) Poison. Moderate potential for harm. Industrial and agricultural poisons.

Schedule 7 (S7) Dangerous poison. Substances with a high potential for causing harm at low exposures.

Schedule 8 (S8) Controlled drugs. Drugs of addiction.

Schedule 9 (S9) Prohibited substances. Substances which may be abused or misused, the manufacture, possession, sale or use of which should be prohibited by law except when required for medical or scientific research, or for analytical, teaching or training purposes with approval of Commonwealth and/or State or Territory Health Authorities.

Schedule 10 (S10) Substances of such danger to health as to warrant prohibition of sale, supply and use.

Competent person A person who has acquired through training, qualifications or experience, or a combination of them, the knowledge and skills to carry out that task.

Authorised person The person who has written authority from the Pharmaceutical Services Unit of NSW Health (PSU) or ACT Health to possess and use S8 substances for research and teaching activities at the university.

Approved Person A competent person who has been approved by the Authorised Person to possess, use or store S8 substances for the purposes of analysis, research and teaching and who is acting under their supervision.

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