

PURCHASE AND STORAGE OF SCHEDULED POISONS

This poster should be used in conjunction with the [Using Chemicals Procedure](#) and the [High Risk Scheduled Drugs and Poisons Procedure](#). This poster provides guidance on requirements for substances classified as Scheduled Drugs and Poisons in accordance with the [Standard for the Uniform Scheduling of Medicines and Poisons \(SUSMP\)](#). Some substances are designated multiple schedules depending on other ingredients, concentration or delivery form of the substance. General information on scheduled Drugs and Poisons including the permit application process can be found on the [Department of Health and Human Services website](#).

SCHEDULE	EXAMPLES	PERMIT REQUIRED	SUMMARY OF REQUIREMENTS
S2	Pharmacy Medicine Medicinal substances for therapeutic use.	✓	<ul style="list-style-type: none"> Store in lockable facility unable to be moved easily from the premises such as cabinet, refrigerator or room. Items that are not Scheduled must not be stored in the same facility. Access to the storage facility must be restricted to authorised personnel. Transaction records must be maintained in accordance with the local relevant Poisons Control Plan for at least 3 years. A transaction would occur whenever an amount of a substance is taken and used for a specific purpose. The transaction record must include: <ul style="list-style-type: none"> The details of the substance including: <ul style="list-style-type: none"> The name of the substance; The form of the substance (e.g. tablets, liquid, powder, etc.); The strength of the substance. The date of each transaction; The quantity of the substance involved in the transaction; The name of the person carrying out the transaction. <p>A single dedicated page may be used to record multiple transactions of the same substance. In such a case, the details of the substance may only need to be recorded once on the page.</p> <ul style="list-style-type: none"> Notify the Authorised and Responsible person/s of any thefts or losses. Unwanted substances destroyed on premises or through a licensed waste company must be made non-recoverable and non-identifiable at the end of the destruction process and prior to being sent to a waste company. Alternatively, substances requiring disposal can be sent to a pharmacist working in a pharmacy, or returned back to the original supplier. Drugs of dependence must only be accessed by the Authorised Person as defined in the High Risk Scheduled Drugs and Poisons Procedure The permit holder must notify thefts and losses of drugs of dependence to the Department of Health and Human Services (DHHS)
S3	Pharmacist Only Medicine Substances of higher potency.	✓	
S4	Prescription Only Medicine or Prescription Animal Remedy. May include drugs of dependence as listed in Schedule 11 of the current Drugs, Poisons and Controlled Substance Act 1981.	✓	
S5	Caution Substances with low potential for harm.	No	<ul style="list-style-type: none"> Store and handle in accordance with "Using Chemicals Procedure" Notify resource/facility manager or safety officer of any thefts or losses.
S6	Poison Substances with moderate potential for harm.	No	
S7	Dangerous Poison Substances with a high potential for causing harm at low exposure and which require special precautions during handling or use.	✓ See Note 1	<ul style="list-style-type: none"> Store in lockable facility unable to be moved easily from the premises such as cabinet, refrigerator or room. Access to the storage facility is restricted to authorised personnel. Transaction records must be maintained in accordance with the relevant Poisons Control Plan for at least 3 years. Notify Resource/Facility Manager or Safety Officer of any thefts or losses. Unwanted substances destroyed on premises or through a licensed waste company must be made non-recoverable and non-identifiable at the end of the destruction process and prior to being sent to a waste company.
S8	Controlled Drug. Substances that have a high risk for abuse, misuse and physical or psychological dependence.	✓	<ul style="list-style-type: none"> Store in a locked drug safe (steel safe fitting specific requirements) as described in the High Risk Scheduled Drugs and Poisons Procedure. Store and transport separately to other Schedules (drugs of dependence listed under other Schedules are accepted). Drugs of dependence are only accessed by the Approved Person as defined in the High Risk Scheduled Drugs and Poisons Procedure. Transaction records must be maintained in accordance with the relevant Poisons Control Plan for at least 3 years. Additional record keeping requirements apply in accordance with the High Risk Scheduled Drugs and Poisons Procedure. Conduct regular and random inspections to ensure that amounts are reconciled. Notify Authorised and Responsible person/s of any thefts or losses or unexplained discrepancies in reconciliation of amounts. The permit holder must notify any unexplained discrepancies, thefts and losses to the DHHS. The destruction of S8 substance must be done in accordance with the requirements outlined in the High Risk Scheduled Drugs and Poisons Procedure.
S9	Prohibited Substance. Substances that have a very high risk for abuse and misuse.	✓	<ul style="list-style-type: none"> These substances may only be used for special uses for which a permit is issued. Conditions of purchase and use are stricter than those for Schedule 8. For assistance with the requirements for these substances, refer to the High Risk Scheduled Drugs and Poisons Procedure or contact Monash OH&S. The destruction of S9 substance must be done in accordance with the requirements outlined in the High Risk Scheduled Drugs and Poisons Procedure.

1. Refer to Appendix J in the SUSMP to determine if your chemical requires a Permit and additional controls.