

Rules and practises, regarding handling/posession of drugs, drug precursors, hazardous products and so called substances under investigation at the Department of Clincial and Experimental Medicine (IKE), Linköping University.

Drugs may be kept, without permisson, by the manager of a scientific institution that is owned or supported by the government according to law on (1992:860) control of drugs, 7§. The manager at IKE in this case is the Head of Department.

NOTE that the requirements of paragraphs 1-5 need to be met before entry, purchase or handling of drugs at IKE's laboratories:

1. Documentation of persons allowed to handle drugs (according to LVFS 2011: 9§26). The number of people handling the drug should be limited. This is documented by filling in the form on page 2-3. Note! The documentation should be updated immidiatley in case of changes.
 - A. Signed originals are stored together with the reports (see paragraph 2) in close proximity of the drugs.
 - B. A copy of the signed document is sent to the Laboratory Safety Coordinator at IKE (veronika.brodin@liu.se, IKE office) for records management.
2. Reports in the form of "drug notes" should always be written, as shown in Appendix 1 (page 4). Upon request from the Swedish Medical Products Agency the documentation must be shown.
3. Storage should be done in a locked cabinet, with access only for those who have the right to handle drugs (ie not in cabinets where other general chemicals are stored).
4. The substanses should be registered in LiUs chemical handling system KLARA in a specific way! *Contact chemical coordinator at IKE or Veronika Brodin for further instructions.*
5. Note that there may also be requirements to present permits at entry, import or export.

For more information, see the Laboratory Safety Handbook at LiU (<https://insidan.liu.se/miljo/laboratoriesakerhetshandboken/kemikaliehantering/forbud-och-tillstand?l=sv>), or contact the Chemical Coordinator at IKE, or the Work Environment Coordinator at IKE Veronika Brodin 013-28 67 25; veronika.brodin@liu.se).

Form for documentation regarding handling/possession of drugs, drug precursors, hazardous products and so called substances under investigation.

1. This research group will handle controlled substances.

Responsible PI:

Division:

Head of Division:

1. Premises where the drug will be handled: House number:

Storage should be done in a locked cabinet, with access only for those who have the right to handle drugs (i.e. not in cabinets where other general chemicals are stored):

2. List of persons that may handle drugs. Note! Only the persons named below may handle/ have acces to drugs. Remmeber to limit the number of persons as much as possible.

Name:

Name:

Name:

Name:

Name:

Name:

3. The controlled substance(s) may be handled by the persons listed above:

4. The drug will be obtained from:

A) Company (enter Company name and country)

B) Collaborator (enter Company/Academy and country)

C) other (specify)

5. Substances will be obtained from Company/collaborator/other by:

A) Purchase **B)** Import (outside EU) **C)** Entry (within EU) **D)** Other

Note that import/entry/export may be subject to specific regulations and requirements/permits!

6. Person responsible for doing inventory of drugs in LiU's chemical handling system KLARA:

(Note! Substances should be registered in KLARA in a specific way! *Contact the Chemical Coordinator at IKE or Veronika Brodin for further instructions.*)

Name:

7. Reports of purchase/import/export and used amounts needs to be done (Appendix 1), one form per substance. The reports should be stored in close proximity to the room where the drugs are handled.

I hereby certify that the above information is correct and that I will follow the applicable laws, rules and practises regarding the handling of drugs, as well as inform those affected by the use.

Place and Date:

Signature:

Printed name:

The document is signed by the responsible PI, also responsible for storing the original document in connection to the workplace. A signed copy of the document is sent to Veronika Brodin for records management (preferably via mail; veronika.brodin@liu.se). For questions, contact the chemical coordinator at IKE or Veronika Brodin; 013-28 67 25.

