**School of Chemistry and Chemical Engineering**

**Standard Operating Procedure for the Purchase and Use of Category 1 and Category 2 Drug Precursors.**

Companies who deal in precursor chemicals need to be licensed or registered with the Home Office. The regulation of precursors covers 23 chemical substances divided into 3 categories:

 Category 1- covers the most sensitive substances (the “key” drug precursors)

 Category 2 – covers the less sensitive substances and precursors

Category 3- covers bulk chemicals that can have different types of uses in the manufacturing process e.g. as feedstock, solvents or impurity removers.

Licensing of UK operators is governed by Regulation **(EC No 273/2004)** of the European Parliament and Council of the EU. The University and the School of Chemistry and Chemical Engineering has a duty in relation to trade in category 1 and 2 substances (listed below)

Category 1 Substances (include the following in pure form or mixtures) REQUIRE A VALID LICENSE

 **NAME**  **CN Code**

 Ephedrine 2924100

 Piperonal 29329300

 Norephedrine 29394900

 Pseudoephedrine 29394200

 Ergometrine 29396100

 Ergotamine 29396200

 Lysergic Acid 29396300

 1 Phenyl-2-Propanone 29143100

 N Acetylanthranilic Acid 29242300

3-4 Methylenedioxy-phenylpropan-2-one (PMK) 29329200

Isosafrole 29329100

Saffrole 29329400

The School MUST hold a valid license and complete a customer declaration form (declaration of Specific Uses form) BEFORE a chemical supplier can provide any of the above substances to the School

Category 2 Substances License not required

**NAME**  **CN Code**

Acetic Anhydride 29152400

Phenylacetic Acid 29163400

Anthranilic Acid 29224300

Piperidine 29333200

Potassium Permanganate 28416100

Customer declaration form (declaration of Specific Uses form) BEFORE a chemical supplier can provide any of the above substances to the School.

**Ordering Procedure**

All those who wish to purchase either a Cat 1or Cat 2 drug precursor must do so using the Stores Order Request Form: <http://www.ch.qub.ac.uk/qubonly/forms/forms.html>

The Store Manager will notify the School Safety officer of the intention to purchase Cat 1 or cat 2 drug precursors. Upon approval and issuing of the license number (for Cat 1 drug precursors) the order will proceed and be sent to the Chemical Supplier.

 Upon receipt of the request form the Chemical Supplier will provide the Stores manager with a customer declaration of specific use(s) of the scheduled category 1 or 2 substances which MUST be completed by the end user and returned to the supplier on headed paper.

Deliveries from the Chemical Supplier of Cat 1 and Cat 2 drug precursors will be made directly to the Chemistry Stores with a copy of the customer declaration form attached. The Stores Manager will notify the end user via email when their delivery arrives and arrangements can be made to pick up the said item/s.

Please note – Cat 1 drug precursors **WILL NOT** be placed in the communal lockers in room LG418 and WILL ONLY be given to the end user in person upon proof of a valid Queens’s staff card. The end user must also sign the order form stating that the goods have been received.

*Cat 2 drug precursors do not need to be signed for but records of usage need to be maintained as part of the annual auditing returns*

**Storage and Usage Procedure**

All Cat 1 drug precursors MUST BE stored in a secure and preferably locked area with access restrictions in place except for authorised personnel.

If the drug precursor needs to be refrigerated then the fridge needs to be in a secure, locked area with restricted access.

A sign out procedure MUST be in place when using ANY Cat 1 drug precursor- this can take the form of a book with quantities of initial drug precursor, quantity used and by whom dated and signed EVERY time the drug precursor is used. This record MUST be kept along with or close to the drug precursor and be available for inspection upon request or during Safety Inspections.

The School will be required to provide an annual return to Safety Services of acquisition, usage and disposal- this normally takes place in January of every year.

**Reporting Theft or Loss or any adverse incident involving a Cat 1 substance**

The end user is responsible for maintaining the sign out procedure for Cat 1 substances and as such is obliged to inform the School Safety Officer as soon as possible of any unexplained loss or theft of such. The Safety Officer will then inform Safety Services and the Home Office using the appropriate Notification Form (page 4).

**Disposal of Cat 1 substances**

Any Cat 1 drug precursors that are surplus to requirements must be disposed of in accordance with the School Waste Chemical Disposal Procedure. The waste chemical disposal form, available on line <http://www.ch.qub.ac.uk/qubonly/forms/forms.html> or from the School Safety Officer, must be filled in and sent to the School Safety Officer for approval. Once approved the item for disposal must have this waste form attached securely to the bottle/container and kept in its secure location until it is collected by the University approved licensed clinical waste disposal company SRLC for secure disposal.

Cat 2 substances may be disposed of using the standard School Waste Chemical Disposal procedure.



Drugs Licensing & Compliance Unit

4th Floor Fry Building, 2 Marsham Street, London SW1P 4DF

Tel: 020 7035 8972Fax: 020 7035 6161

E-mail licensing\_enquiry.aadu@homeoffice.gsi.gov.uk

http://drugs.homeoffice.gov.uk/drugs-laws/licensing

**Notification of Theft/Unaccounted Loss of Controlled Drugs/Category 1 Precursors**

Please complete the below form and submit to the Drugs Licensing and Compliance Unit at the above address.

|  |  |
| --- | --- |
| **Date:** |  |
| **Name of Licensee:** |  |
| **Address of Licensee:** |  |
| **Home Office Ref No:** |  |
| **Date of Theft/Loss:** |  |
| **Has there been a delay in reporting the Theft/Loss? If so please state the reason for the delay.** |  |
| **Place of Theft/Loss (if different from above):** |  |
| **Details of Controlled Drugs/Precursors Stolen/Lost:** |  |
| **Circumstances of Theft/Loss:** |  |
| **Action Taken:** |  |
| **Police Contact & Reference Number:** |  |
| **Name of person completing this form:** |  |

A full written report must also be submitted with any details of remedial actions and/or changes to procedures/processes to the address above when enquiries have been completed.