



LUNDS
UNIVERSITET

Medicinska fakulteten

Agreement between EMV, IKVL, ILM, LBIC and the University Veterinarian regarding handling of narcotic substances within BMC and MV

Narcotic substances can be either different types of pharmaceutical drugs or other substances that are not sold as pharmaceuticals in Sweden. No authorisation is required to handle narcotic substances **for research purposes** at Lund University. However, the substances **should not be registered in KLARA**. Please note that narcotics journal/notes and other documents related to the handling must be kept for **at least five years**.

The following agreement is formulated to ensure that we comply with the legislation, primarily the regulation from the Swedish Medical Products Agency; [föreskrift 2011:9 om kontroll av narkotika](#).

Other laws and regulations are available to read here (all in Swedish):
lakemedelsverket.se/malgrupp/Foretag/Narkotika/

The narcotic substances are listed in [Läkemedelsfakta](#). Please click in the circle labelled "Narkotika". They, like all other narcotic substances, are also listed in [föreskrift 2011:10 om förteckningar över narkotika](#).

The agreement means that all handling of narcotic substances within the BMC and MV must be carried out according to the directions listed here:

1. Responsibility

The Head of department or equivalent is ultimately responsible for the handling of narcotic substances. The task can be allocated in writing to department managers or research group leaders. The Head of the department or equivalent is responsible for follow-up (ie. annual report) and can also issue local rules.

2. Right to handle narcotic substances

There must be a letter of authorization between a manager with delegation and a person authorised to handle narcotic substances and to keep journal/notes (see annex 1).

3. Purchasing/ requisitioning

Narcotic substances that are classified as pharmaceutical drugs may only be ordered through a requisition form (see annex 2) which must be signed by the veterinarian in the animal facility where the reserach is carried out. Every department respectively, should inform the veterinarians who has the right to order. When the veterinarian has signed the requisition, the responsibility for handling is transferred to the requester.

The narcotic substance is collected personally at the pharmacy Apotek Hjärtat AB at Skåne University Hospital in Lund by the requester. Upon pickup, an identification card must be presented and the order signed. The invoice is sent to the named reference person in Lupin.

Narcotic substances that are **not** classified as pharmaceutical drugs, can be ordered from already negotiated companies in Lupin. Please note that the person who orders needs to have a delegation or letter of authorization.

- 4. Storage and transportation**”*Den som innehar narkotika ansvarar för att narkotikan förvaras och hanteras så att risken för olovlig befattning med narkotikan undanröjs. Detta gäller även den som transporterar narkotika. Narkotika får inte lagerhållas i större mängder än som är nödvändigt för verksamheten.*” §28 i LVFS 2011:9.

In order to ensure compliance with laws and regulations, the departments in BMC have jointly agreed and implemented the following rules:

-narcotic substances must be stored in a package labelled with the name of the product and stored safely, i.e. locked up in a cupboard with a Salto-lock that only persons with delegation or letter of authorization have access to. Co-storage with other groups is not allowed, each group has its own locker.

-The access card for the Salto-lock is an item of value and a lost card must immediately be notified to the BMC Reception and blocked. Outside office hours, it should be blocked in the photo station just outside the BMC Reception.

-In cases where ordering has been made via a contracted company, the ordering person must receive the package. The transportation firm must have the possibility to come into contact with the receiver, e.g. via phone. Upon receipt, the receiver must be able to present an ID card and thereafter sign the delivery. The receiver is then responsible for the goods being unpacked, recorded in the notes/journal and stored as above.

- No delivery must be left unattended, but should be logged and locked for storage immediately.

- When narcotic substance is picked up at the pharmacy Apotek Hjärtat AB, the substance must be transported to the lab without delay and upon return immediately be logged and locked for storage.

5. Notes/journal

The regulation describes how notes/journal, which are a type of logbook, are to be kept and what must be included, see § 16-21 in LVFS 2011:9. A specific template should be used (see annex 3). Filled in pages must be stored for 5 years.

6. Inventory

Inventory shall be carried out periodically and at the request of the Head of department or equivalent, and requires that the inventor compares the inventory in the actual holding with the calculated inventory. There is a column in the template for this. The contents of all packages must be carefully checked

7. Annual report

Once a year, upon request, the events of the year shall be documented in an annual report sent to the Head of the department or equivalent.

8. Waste

Narcotic substances in unbroken packaging can be returned to pharmacy Apoteket Hjärtat AB. Acknowledgement should be signed and saved.

9. Losses

Any losses shall be recorded in the journal and immediately reported to the Head of the department or equivalent. The Head of the department or equivalent informs LU Byggnad that makes an assessment of whether the case should be reported to the police or not. The Head of the department or equivalent, also informs the Swedish Medical Products Agency of the occurrence with a copy to LU Byggnad.

This is an agreement between the parties outlined below and came into effect 17-06-19.
 This is a translation from Swedish. If in doubt about the contents, the Swedish version should be followed.

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