

INFORMATION FOR PERMIT HOLDERS TO STORE AND DISTRIBUTE PHARMACEUTICAL SAMPLES

Enclosed is your Permit to distribute samples of poisons included in Schedules 2, 3, or 4 of the *Poisons Act 1964*. This Permit has been issued in your name on behalf of a business or company. Any proposed change to the details on your permit should be forwarded to the Department for the permit to remain valid. If you cease employment with the business for which you hold this permit you must notify the Department in writing.

Your permit is issued subject to the requirements set out in the *Poisons Act 1964* and its Regulations. Please read the conditions on your permit and note the following:

- You may only supply samples to authorised persons such as a medical practitioner, veterinary surgeon, dentist or pharmacist registered in Western Australia. You are reminded that the policy in most Government hospitals is that such supplies should be made to the Pharmacy Department for distribution to doctors who request such a sample.
- You may only supply samples in response to a signed request from an authorised person. The signed request must be dated and signed by you to indicate the sample is delivered. Records of samples received and supplied must be maintained, with invoices and request forms.
- Specified drugs and Schedule 8 drugs are excluded from your permit.
- Not more than 25 samples of a single proprietary preparation may be carried nor samples of more than 5 different proprietary preparations.
- The home address must be specified on the permit. If samples are also stored at another premises, which is not a licensed wholesaler, this premises must also be included on the permit.
- Samples may only be kept in your vehicle whilst the vehicle is being used in the course of your business.
- Permits, including storage of samples at a self-lock storage facility, are issued subject to compliance with the following conditions:
 - a) Unauthorised persons, including persons associated with a storage facility or other members of the permit holder's household, cannot be in possession of pharmaceutical samples at any time. Only wholesale/manufacture representatives may be in the possession of and accept the delivery of samples.
 - b) Each representative's quantity of samples must be stored separately and individual representatives are accountable for their own stock, for which appropriate records must be kept.
 - c) Samples must be stored in a lockable cupboard, compartment or refrigerator to which only the wholesale/manufacture representative has access. This requirement is applicable to storage at a home address and within the storage unit of a self-lock storage facility.
 - d) Samples must be stored in accordance with the manufacturer's recommendations with regard to temperature and appropriate temperature control procedures must be established to demonstrate compliance.

If you have any enquiries, please telephone the Department on 9222 6883 or email poisons@health.wa.gov.au. Alternatively view our website at: <http://www.health.wa.gov.au/poisons/permitholders>

