Controlled Substance Destruction Record and Joint Declaration

Completed at the time of destruction. Each person prints their name, signs and dates it.

PHARMACY NAME

ACCREDITATION NO.

DATE OF DESTRUCTION (YYYY-MM-DD)

RECORD NO.

PLACE OF DESTRUCTION (MUNICIPAL ADDRESS)

METHOD OF DESTRUCTION

Product (name or brand)	Controlled substance it contains	Strength	Form	DIN	Containers	Units	Reason (expired, damaged, other)

Patient returns are recorded by the collection container's identifier and the number of containers only.

PATIENT RETURNS: COLLECTION CONTAINER IDENTIFIER(S)

NUMBER OF CONTAINERS

Joint declaration

We, the undersigned, declare that the controlled substances listed above were destroyed on the date shown, at the place named above, by the method stated, so that their consumption is rendered impossible or improbable.

DESTROYED BY: PHARMACIST OR PHARMACY TECHNICIAN (PRINT NAME)

SIGNATURE

DATE

WITNESS (PRINT NAME)

WITNESS'S PROFESSION

SIGNATURE

DATE

Who destroys and who witnesses: a pharmacist or pharmacy technician carries out the destruction, and it is witnessed by another pharmacist, pharmacy technician or intern, a practitioner, or any other health professional (Controlled Substances Regulations s. 110(1)). Immediately after the destruction, the person who carried it out and the witness sign and date a joint declaration and print their names.

For patient returns, only the collection container's identifier and the number of containers are recorded (Controlled Substances Regulations s. 121). With a container that has a built-in denaturing agent, no witness is needed each time something goes in; the full container is sealed in front of a witness and the joint declaration completed then (Health Canada guidance CS-GD-022). Stock provided to a licensed dealer specialized in destruction goes on that dealer's signed and dated written order (Controlled Substances Regulations s. 92(1)), not on this form.

Retention: in Ontario, pharmacy patient and dispensing records must be kept at least 10 years (O. Reg. 264/16 s. 21). Federally, narcotic and controlled-substance records must be kept at least 2 years (Controlled Substances Regulations s. 123(1), in force October 1, 2026; it replaced Narcotic Control Regulations s. 40.1, Food and Drug Regulations s. G.03.010 and Benzodiazepines and Other Targeted Substances Regulations s. 75, which set the same 2 years).

General information, not legal or professional advice. Confirm the current requirements with your provincial college and Health Canada.

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Controlled Substance Destruction Log

Every destruction in one place, each line pointing to its signed record and joint declaration.

PHARMACY NAME _____ ACCREDITATION NO. _____ YEAR _____

Date (yyyy-mm-dd)	Record no.	Product, strength and form	DIN	Units destroyed	Reason	Destroyed by	Witness	Entered on perpetual log

Destroyed stock leaves the perpetual inventory without a dispense, so each destruction also needs its own entry on the drug's perpetual log.

LOG KEPT BY (PRINT NAME) _____ SIGNATURE _____ PAGE ____ OF ____

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