**Controlled Drug Destruction**

**C&M Process for destruction of obsolete CDs**

The safe and controlled destruction of all controlled drugs whether it is stock that has expired, or patient own medicines can now be undertaken by requesting an Authorised Witness licence via the CD reporting tool.

There is a separate process for applications from the larger pharmacy groups. If you are from a larger pharmacy group, please follow your company procedures.

**How do I request Authorisation?**

Identify an individual to be the Authorised Witness and a separate person to undertake the destruction process overseen by the licenced Authorised Witness.

Make an application to the controlled drugs team. The application form can be found under the “Reporting Forms” module at [www.cdreporting.co.uk](http://www.cdreporting.co.uk) and is named ‘authority to witness the destruction of controlled drugs. A step-by-step guide is included in the letter below, Appendix 1.

Once the Controlled Drugs team receive the application, they will carry out validation checks and if there are no issues then the Controlled Drug Accountable Officer will activate and issue a licence which will be **valid for 28 days from the date of activation**. You will receive an email informing you that a licence has been issued and a licence reference number.

If the Controlled Drugs team have any queries or need more information, then a member of the team will contact you. Please Note that you **MUST NOT act as an Authorised Person until you are in receipt of the licence from the controlled drugs team.**

When you have completed the witnessed destruction of the Controlled Drugs then you need to log them on [www.cdreporting.co.uk](http://www.cdreporting.co.uk) on a Destruction Request form (Please note the heading will be changed from Destruction Request to Witnessed Destructions in the near future). This form can be found under the Reporting Forms module on the website. The system will then link your destruction to your licence. Please see Appendix 2 in the letter below.

Final Authorised Witness and destruction letter to reporters

