Controlled Drugs Guidance
Record Keeping

Introduction

Medicinal cannabis is a schedule 1 controlled drug as specified by the Misuse of Drugs Regulations 2001 and act of Parliament (MDR). As such there are certain requirements for record keeping of cannabis products.

This document has been produced by the GSC to provide guidance on record keeping requirements and is not legal advice. Applicants and licence holders are required to be familiar with the requirements of the MDR's.

Licence types included in this guidance

Table 1:

Class	Name	Description
1	Low THC - without use	• Industrial Hemp. • Cultivation and harvest of female only low-THC. • Possession involving storage and transportation of cannabis biomass from low THC.
2	Low THC - with use	• Cultivation and harvest of female only low-THC. • Possession involving storage and transportation of cannabis biomass. • Supply (and offering to supply) low THC cannabis and cannabis biomass from low THC cannabis.
3	High THC cannabis cultivation	• Cultivation and harvest of female only high-THC cannabis cultivated indoors. • Possession involving storage the storage of cannabis and cannabis biomass. • Supply (and offering to supply) high-THC cannabis and cannabis biomass from high-THC cannabis.
4	Research and Development	• Cultivation of cannabis using male plants. • Cultivation and harvest of male and female cannabis cultivated indoors for research purpose only. • Supply (and offering to supply) high-THC cannabis.
6	Extraction	• Production of cannabis involving – (a) The processing of cannabis biomass; or (b) The extraction from cannabis biomass of a preparation that contains cannabinoids. • Possession of cannabis biomass processed cannabis biomass and preparations extracted from cannabis biomass. • Supply (or offering to supply) processed cannabis biomass, and preparations extracted from cannabis biomass.
9	Manufacture	• Licence for manufacture of cannabis derived products. • Production of cannabis involving the manufacture of a cannabis derived product.

		• Possession involving the storage of a preparation and a cannabis derived product. • Possession of cannabis biomass to the extent it is not to be used for extraction. • Supply (and offering to supply) cannabis derived product.
10	Analysis	• Licence for operating a testing laboratory. • Possession of any substance, which may contain controlled cannabinoids.

Record keeping

REQUIREMENT	LEGISLATION
Requires persons authorised by Misuse of Drugs Regulations 2001 must keep a register.	UK Misuse of Drugs Regulations – regulation 19(a)
A register entry must be made on the same day a controlled drug is obtained, or the transaction occurs. The register cannot be altered; any corrections or notes must be added as footnotes or in the margins.	Misuse of Drugs Regulations – regulation 20
Retention – all registers and records related to controlled drugs are to be retained for 2 years from the date of the last entry.	Misuse of Drugs Regulations – regulation 23(1)
Production of records on demand to the GSC.	Misuse of Drugs Regulations – regulation 26(1)(a)
The destruction of controlled drugs must be authorised and carried out in the presence of an Authorised Witness, who is responsible for recording the date, quantity, and particulars of the destruction, and formally signing off the process.	Misuse of Drugs Regulations – Regulation 27 (3)
Documents to be obtained by a 'supplier' – supplying/delivery of products must be documented in writing.	Misuse of Drugs Regulations – Regulation 14 (1)