Ministry of
Public Safety and
Solicitor General

Province of British Columbia

PILL PRESS AND RELATED EQUIPMENT CONTROL ACT
POLICY AND PROCESS MANUAL

Security Programs Division

Table of Contents

Section 1 – Introduction, Guidelines, Role of Registrar 4
Section 1.1 – Pill Press and Related Equipment Control Act 4
Section 1.2 - Pill Press Online Registry 4
Section 1.3 – How the Policy Manual is Organized 4
Section 1.4 – How to Use these Policies 5
Section 1.5 – Role of the Registrar 5
Section 2 – Authentication Process for Businesses 6
Section 2.1 - Business Authentication 6
Section 3 – Pill Press Online Registry 7
Section 3.1 – Business Profile/Dashboard 7
Section 4 – Authorized Owner Category 9
Section 4.1 – Authorized Owner Confirmation 9
Section 4.2 – Authorized Owners' Responsibilities and Obligations 10
Section 4.2.1 Suspended, replaced, or cancelled Health Canada licence 10
Section 5 – Waiver Owner Category 11
Section 5.1 – Waiver Holder Application 11
Section 5.2 – Waiver Certificate 11
Section 5.3 – Limits and Conditions 12
Section 5.4 – Waiver Holder's Responsibilities and Obligations 13
Section 5.4.1 - Notification of manufacture of new products 13
Section 6 – Registered Seller 14
Section 6.1 – Registered Seller Application 14
Section 6.2 – Registration Certificate 14
Section 6.3 – Limits and Conditions 15
Section 6.4 - Owners and Managers 16
Section 6.5 – Registered Sellers' Responsibilities and Obligations 17
Section 6.5.1 – Adding or Removing Owners and Managers 18
Section 6.5.2 – Reporting Charges or Convictions 19
Section 7 – Controlled Equipment Notification 21

Section 7.1 – Controlled Equipment 21
Section 7.1.1 – Level of Automation 21
Section 7.1.2 – Pill Press 22
Section 7.1.3 – Encapsulator 22
Section 7.1.4 – Die, Mould, or Punch 22
Section 7.1.5 – Pharmaceutical Mixer and Blender 23
Section 7.2 – Controlled Equipment Registry Number 23
Section 7.3 – Controlled Equipment Certificate 24
Section 7.4 – Controlled Equipment Location 24
Section 7.4.1 – Dwelling House 24
Section 7.4.2 – Secure Storage 25
Section 7.5 - Notification of (existing) Controlled Equipment 25
Section 7.6 – Acquisition of Controlled Equipment 26
Section 8 – Reporting & Recording Requirements 27
Section 8.1 - Changes to Controlled Equipment 27
Section 8.1.1 – Controlled Equipment Location Change 27
Section 8.1.2 – Lost, Stolen, or Destroyed Controlled Equipment 27
Section 8.1.3 – Sale of Controlled Equipment 27
Section 8.2 – Controlled Equipment Recording and Reporting of Sales 27
Section 8.2.1 - Recording of Sales 27
Section 8.2.2 - Reporting Sales 28
Section 9 – Reconsiderations & Complaints 30
Section 9.1 - Reconsiderations 30
Section 9.2 – Complaints 30
9.2.1 - Guiding principles 30
9.2.2 - Informing the public and others about the complaints process 31
9.2.3 - Submitting complaints 31
9.2.4 - Investigating a complaint 31
9.2.5 - Responding to a complaint 32

9.2.6 - Requesting a review of a decision not to investigate 32
9.2.7 - Determining whether to proceed with a sanction 33
9.2.8 - Informing the complainant of the results of the investigation 33
9.2.9 - Record-keeping 33
Appendices 34
Appendix I 34
Appendix II 36

Section 1 – Introduction, Guidelines, Role of Registrar

Section 1.1 – Pill Press and Related Equipment Control Act

The *Pill Press and Related Equipment Control Act* (the "Act") and the *Pill Press and Related Equipment Control Regulation* (the "Regulation") control who may own, possess, or use Controlled Equipment (see section 7.1) in British Columbia. The legislation creates a system for registering and tracking Controlled Equipment throughout its lifecycle. The purpose of this legislation is to support BC's actions to prevent the illegal production of illicit opioids, bolster police efforts to disrupt the supply chain, and help to get counterfeit pills off the streets.

Section 1.2 - Pill Press Online Registry

To administer the Act, the Province has established a Pill Press Online Registry to maintain an inventory of Controlled Equipment. The Pill Press Online Registry has a landing page that guides the three Owner Category users (Authorized Owner, Waiver Holder, Registered Seller) to the relevant application links. The portal also contains interactive screens that allow clients to update business information, review Owner Category information, and Controlled Equipment inventories.

All Pill Press applications/notifications must be submitted online through the Pill Press Online Registry: https://justice.gov.bc.ca/pillpressregistry/

Section 1.3 – How the Policy Manual is Organized

This Policy Manual is divided into 9 sections:

- **Section 1:** Introduction, Guidelines re: use of Policy Manual, role of Registrar
- **Section 2:** Policies relating to the Authentication Process for Businesses
- **Section 3:** Policies regarding the Pill Press Online Registry
- **Section 4:** Policies relating to the Authorized Owner Category
- **Section 5:** Policies relating to the Waiver Owner Category
- **Section 6:** Policies relating to the Registered Seller[1] Owner Category
- **Section 7:** Policies relating to Controlled Equipment Notification
- **Section 8:** Policies regarding Reporting & Recording Requirements

[1] A Registered Seller is called "Authorized Seller" under the Act; however, the term "Registered Seller" has been chosen for ease of reference and operational purposes.

- **Section 9:** Policies regarding Reconsiderations & Complaints

Section 1.4 – How to Use these Policies

This document outlines the policies related to the Pill Press program under the Act. These policies were developed to coincide with the Act coming into force on January 15, 2019. The policies are compiled for use by Security Programs Division (SPD) staff but may also be used as a reference document by the public.

Although the policies refer throughout to the Act and Regulation, they do not duplicate the provisions of the legislation. This means that anyone who wishes to refer to these policies should also review applicable provisions of the Act and Regulation, as well as the information contained on the public website located at: www.gov.bc.ca/pill-press for a comprehensive understanding of the Pill Press program. If there is a conflict between the policies and the legislation, the Act and Regulation prevail.

Section 1.5 – Role of the Registrar

The Registrar is appointed by the Minister under section 13 of the Act. The Act assigns a number of powers and responsibilities to the Registrar, including:

- The power to grant Authorized Owner confirmations, and Waiver Holder or Registered Seller certificates
- The power to set the form and manner of applications
- The power to impose limits and conditions on confirmations and certificates
- The power to refuse to grant, cancel or suspend confirmations or certificates
- The responsibility for dealing with complaints
- The power to take enforcement action under the Act

Section 2 – Authentication Process for Businesses

Section 2.1 - Business Authentication

The Registrar requires businesses to be authenticated before accessing the Pill Press Online Registry. A business may operate under a variety of business legal structures including: sole proprietorship, partnership, private or public corporation, and society.

Rationale

BCeID is the method used to authenticate businesses that are registering their Controlled Equipment. This ensures that all businesses interacting with the Pill Press Online Registry have been independently verified and authenticated by the government. BCeID is a credential comprised of a username and a password that enables a business to securely access multiple online government services.

Policies

2.1.1 Before a business may register its inventory of Controlled Equipment in the Pill Press Online Registry, the business must have a valid Business BCeID. More information related to BCeID is available at https://www.bceid.ca/ .

2.1.2 Persons who do not qualify for a Business BCeID must contact PillPressLicensing@gov.bc.ca to obtain further instructions on how to register their Controlled Equipment.

Section 3 – Pill Press Online Registry

Section 3.1 – Business Profile/Dashboard

The Pill Press Online Registry has a user-friendly client Dashboard that allows legitimate owners of Controlled Equipment to easily apply for a confirmation or certificate, and to register and track their Controlled Equipment.

Rationale

After authenticating through Business BCeID, a first-time visitor will be invited to fill out business profile information (i.e. addresses and contact details) that SPD requires to process applications, confirmations, certificates, and notifications (as applicable). An authenticated business will be able to apply for an Owner Category or provide a Controlled Equipment Notification through the Dashboard. The client Dashboard acts as the central landing page of the Pill Press Online Registry and provides the business with key information, such as application status or any obtained confirmations or certificates. The following policies provide further particulars on the Business Profile page and Client Dashboard of the Pill Press Online Registry.

Policies

3.1.1 The business is responsible for ensuring that the Business Profile page contains accurate information – this is an ongoing obligation.

3.1.2 Unless alternate arrangements have been requested, SPD will communicate with the client via business email, as agreed by the client on the Business Profile page of the Pill Press Online Registry.

3.1.3 Initially, the business must demonstrate that they are authorized to own Controlled Equipment by belonging to an Owner Category. This is done by applying to be a Waiver Holder, Registered Seller, or confirming that they are an Authorized Owner. A business can have more than one Owner Category.

3.1.4 Once the business has at least one Owner Category, they will be able to register Controlled Equipment through the client Dashboard. The business has 10 days to provide Equipment Notification for each piece of Controlled Equipment.

3.1.5 The business has an ongoing obligation to keep Owner Categories up-to-date and advise the Registrar of any changes to Controlled Equipment (such as location change, loss, theft or destruction). Any such changes may be reported via the client Dashboard.

Section 4 – Authorized Owner Category

Section 4.1 – Authorized Owner Confirmation

The Authorized Owner Category is a term used in the Pill Press Online Registry to describe a business that is already permitted to own, use, or possess Controlled Equipment under the Act by virtue of their licensing under another regulatory regime.

Rationale

Manufacturers authorized to fabricate drugs or natural health products by virtue of a drug establishment licence or site licence issued by Health Canada are automatically Authorized Owners under the Act. However, to register their Controlled Equipment in the Pill Press Online Registry, Authorized Owners need to go through a simple confirmation process.

At this time, the provisions in the Act relating to authorized health professionals are not in force. As a result, authorized health professionals are not considered Authorized Owners under the Act. If a health professional wishes to own, use, or possess Controlled Equipment, they must apply for a Waiver (see section 5).

The following policies relate to the confirmation process for Authorized Owners.

Policies

4.1.1 Before an Authorized Owner can register its inventory of Controlled Equipment, the Registrar will conduct a confirmation process to verify the validity of the Health Canada drug establishment or site licence issued to the business.

4.1.2 A business in the Authorized Owner Category is required to apply for confirmation through the Pill Press Online Registry.

4.1.3 Only manufacturers with the licensed activity of "fabrication" or "manufacturing" on their Health Canada drug establishment or site licence are allowed to use Controlled Equipment to produce a product.

4.1.4 Even if a business is confirmed in the Authorized Owner Category (i.e. they hold a valid drug establishment or site licence issued by Health Canada), this does not authorize the business to manufacture other products. If a business is using Controlled

Equipment to manufacture products other than drugs or natural health products (as per their Health Canada licence), the business must obtain a Waiver to manufacture these other products.

Section 4.2 – Authorized Owners' Responsibilities and Obligations

In accordance with the Act and Regulation, Authorized Owners have a number of ongoing obligations and responsibilities, including:

- Notification of suspended, replaced, or cancelled Health Canada licence
- Notification of (existing) Controlled Equipment (see Section 7.5)
- Acquisition of Controlled Equipment (see Section 7.6)
- Changes to Controlled Equipment (see Section 8.1)

Section 4.2.1 Suspended, replaced, or cancelled Health Canada licence

4.2.1.1 Authorized Owners have an ongoing obligation to notify the Registrar, via email to PillPressLicensing@gov.bc.ca, if their drug establishment or site licence is suspended, cancelled, or replaced by Health Canada. Notice to the Registrar must be given within 10 days after the event, and must include the following, along with any prescribed records or information, if any, and any further information, including personal information, that the Registrar requires:

- The name shown on the Authorized Owner's, or former Authorized Owner's, drug establishment licence or site licence, as applicable
- The drug establishment licence number or site licence number, as applicable, of the suspended or cancelled drug establishment licence or site licence
- If the drug establishment licence or site licence was cancelled and replaced for administrative reasons only, the drug establishment licence number or site licence number (and the licence expiry date) of the replaced drug establishment or site licence.

Section 5 – Waiver Owner Category

Section 5.1 – Waiver Holder Application

The Waiver Owner Category is available to a business that wishes to own, use, or possess Controlled Equipment but does not fall under the criteria for the Authorized Owner or Registered Seller Owner Categories. A Waiver Holder is a term used to describe a business that has applied to the Registrar and received a Waiver certificate under the Act.

Rationale

For the purposes of the Act, a business must be able to establish that they are authorized to own, possess, or use Controlled Equipment. If a business wishes to own, use or possess Controlled Equipment, and does not meet the criteria for either of the Authorized Owner or Registered Seller category, it must apply for a Waiver to comply with the Act.

The following policies provide criteria for the Waiver Holder application.

Policies

5.1.1 Clients must apply for the Waiver Owner Category through the Pill Press Online Registry. All applications for Waivers will be processed using the Pill Press Online Registry.

5.1.2 A Waiver certificate does not authorize the business to sell Controlled Equipment – only Registered Sellers are permitted to sell Controlled Equipment to persons in BC.

5.1.3 The Registrar will grant a Waiver certificate only for the intended products and uses disclosed in the application. If the intended products or uses change, the business must apply for a new Waiver.

Section 5.2 – Waiver Certificate

After the business' Waiver Holder application is approved by the Registrar, a Waiver certificate will be issued to the business.

Rationale

The Waiver certificate is evidence that the business is allowed to own, use, or possess Controlled Equipment for the uses specified in the certificate. The following policies provide details on the Waiver certificate.

Policies

5.2.1 Upon approval of the application, the Registrar will issue a Waiver certificate and a pdf version of the certificate will be available on the Client Dashboard, which the business can print. The Waiver certificate will contain the name of the business that is the Waiver Holder, issued date, and a unique Waiver number.

5.2.2 Generally, Waivers expire 5 years after the issued date. However, in accordance with section 8(3)(b) of the Act, the Registrar has the discretion to set an earlier expiry date. The expiry date will be shown on the Waiver certificate.

5.2.3 The business may be requested to provide evidence that they are allowed to own, use, or possess Controlled Equipment. Therefore, it is recommended that the business to whom a Waiver certificate has been issued print it and keep it at the location where their Controlled Equipment is ordinarily stored.

5.2.4 When a business purchases a new piece of Controlled Equipment from a BC seller, they will be required to provide to the seller their assigned Waiver number, which is shown on their Waiver certificate.

Section 5.3 – Limits and Conditions

Rationale

In accordance with s. 8 (1) of the Act, the Registrar may grant a Waiver with limits and conditions. These limits and conditions can be standard on any Waiver certificate or specific to a particular Waiver. For example, a business may have received approval for a given product category (i.e. consumable, non-consumable) and a product sub-category (i.e. candy, batteries). The approved product category and sub-category are based on the information disclosed by the business in their application regarding their products and intended uses. The following policies provide details on standard limits and conditions that are attached to Waiver certificates. Any specific limits and conditions will appear on the face of the Waiver certificate.

Policies

5.3.1 The Registrar may issue a Waiver certificate that allows the Waiver Holder to produce products only in approved categories of "consumable" or "non-consumable".

5.3.1.1 The term "consumable" refers to a product, good, substance or item that:

- Is intended for human or animal consumption;
- Includes, but is not limited to: pills, candy tablets, dog food, chewable vitamins, gummy bears, suckers, breath mints, and animal feed

5.3.1.2 The term "non-consumable" refers to a product, good, substance, or item that is not intended for human or animal consumption.

5.3.2 In accordance with section 8(4) of the Act, Waivers are not transferable.

Section 5.4 – Waiver Holder's Responsibilities and Obligations

In accordance with the Act and Regulation, Waiver Holders have a number of ongoing obligations and responsibilities, including:

- Notification of manufacture of new products
- Notification of (existing) Controlled Equipment (see Section 7.5)
- Acquisition of Controlled Equipment (see Section 7.6)
- Changes to Controlled Equipment (see Section 8.1)

Section 5.4.1 - Notification of manufacture of new products

5.4.1.1 A Waiver Holder is only allowed to manufacture product categories and sub-categories consistent with the language on their Waiver certificate. If a Waiver Holder wishes to produce a new line of products or is significantly changing intended uses of the products disclosed in their original Waiver Holder application, the business is required to submit a new Waiver Holder application that clearly outlines all current information. Note that if the intent of the business is to continue to manufacture original products as well as manufacture new products utilizing Controlled Equipment, then the new Waiver Holder application should include information about the original products as well as the new products, with their corresponding intended uses.

Section 6 – Registered Seller

Section 6.1 – Registered Seller Application

Although a seller of Controlled Equipment is called an "Authorized Seller" under the Act, the term "Registered Seller" has been chosen for ease of reference and operational purposes. All businesses located in BC are required to obtain a Registration certificate before selling any Controlled Equipment, either inside or outside of BC. The Registered Seller Owner Category is a term used to describe a business that has applied to the Registrar and received a Registration certificate under the Act to sell Controlled Equipment.

Rationale

For the purposes of the Act, a business that wishes to sell Controlled Equipment must be able to establish that they are authorized to do so. A business that does not meet the criteria for either of the Authorized Owner or Registered Seller Owner Category must apply for a Waiver to comply with the Act.

The following policies provide criteria for the Registered Seller applications.

Policies

6.1.1 A business must apply for the Registered Seller Owner Category through the Pill Press Online Registry and all Registered Seller applications will be processed using the Pill Press Online Registry.

6.1.2 A business must provide the requisite information respecting their Owners and Managers during the Registered Seller application process.

Section 6.2 – Registration Certificate

After the business' Registered Seller application is approved by the Registrar, a Registration certificate will be issued to the business.

Rationale

The Registration certificate is evidence that the business is authorized under section 4 (1) of the Act to sell Controlled Equipment. The following policies provide details on the Registration certificate.

Policies

6.2.1 Upon approval of the application, the Registrar will issue a Registration certificate and a pdf version of the certificate will be available on the Client Dashboard, which the business can print. The Registration certificate will contain the name of the business that is the Registered Seller, issued date, and a unique Registration number.

6.2.2 Generally, Registrations expire 5 years after the issued date. However, in accordance with section 8(3)(b) of the Act, the Registrar has the discretion to set an earlier expiry date. The expiry date will be shown on the Registration certificate.

6.2.3 The business may be requested to provide evidence that they are allowed to sell Controlled Equipment. Therefore, it is recommended that the business to whom a Registration certificate has been issued print it and keep it at the location where their Controlled Equipment is ordinarily stored.

6.2.4 When a business purchases a new piece of Controlled Equipment from a BC seller, they will be required to provide the seller with prescribed information regarding the purchaser's identity and authority to own Controlled Equipment. Similarly, the BC seller will be required to provide the purchaser with prescribed information, including the seller's Registration number, which is shown on their Registration certificate.

Section 6.3 – Limits and Conditions

Rationale

In accordance with s. 8 (1) of the Act, the Registrar may grant a Registration with limits and conditions. These limits and conditions can be standard on any Registration certificate or specific to a particular registration. The following policies provide details on standard limits and conditions that are attached to Registration certificates. Any specific limits and conditions will appear on the face of the Registration certificate.

Policies

6.3.1 Registrations granted by the Registrar authorize a seller to sell Controlled Equipment. Accordingly:

- Registered Sellers are not permitted to manufacture a product with Controlled Equipment

- Registered Sellers are permitted demonstrations of Controlled Equipment for operation purposes only
- All sales of Controlled Equipment must be reported within 10 days (see Section 8.2.2 Reporting Sales)
- See also Section 6.5 for additional standard limits and conditions pertaining to Registrations.

6.3.2 In accordance with section 8(4) of the Act, Registrations are not transferable.

Section 6.4 - Owners and Managers

Section 8(2) of the Act provides authority for the Registrar to grant a Registration to sell Controlled Equipment if the Registrar is satisfied that: (a) the applicant will not use Controlled Equipment for unlawful purposes; (b) nothing in the applicant's conduct, character, or repute would make it undesirable for the applicant to perform a controlled activity; and (c) it is not contrary to the public interest that the applicant be permitted to perform a controlled activity.

Rationale

Where an applicant is not an individual, the conduct, character or repute of the business must be assessed through that of its principals. Accordingly, in that case, section 8 (2)(b) of the Act requires that the conduct, character or repute of any Owner or Manager of the applicant be examined. Section 7(4) of the Act requires a Registered Seller application to include the applicant's authorization, or if the applicant is not an individual, the authorization of each Owner and Manager, for the Registrar to carry out Prescribed Checks and use fingerprints to verify results if necessary. Section 14 of the Regulation defines Prescribed Checks.

Policies

6.4.1 All Owners and Managers of the Registered Seller applicant will be asked to consent to Prescribed Checks, meaning: (a) a criminal record check; (b) a police information check; and (c) a correctional service information check, as part of the application process.

6.4.2 Determination of who will be considered an Owner or Manager depends on the legal structure of the business. If the business is not a private or public company,

registered society, partnership, limited liability partnership, or sole proprietorship, the business should contact SPD for further direction.

6.4.3 Owners include the following:

- If a public company or private company, then all directors and officers;
- If a registered society, then all directors and senior managers;
- If a partnership, then all partners;
- If a limited liability partnership, then the general partner;
- If a sole proprietorship, then the sole proprietor.

6.4.4 Managers include:

a) Any positions responsible for overseeing the day-to-day operation of the business.

b) In large businesses, the Manager is the position that oversees the manufacturing operations that includes the Controlled Equipment. Determination regarding whether an applicant has a "large business" rests with the Registrar.

Section 6.5 – Registered Sellers' Responsibilities and Obligations

In accordance with the Act and Regulation, Registered Sellers have a number of ongoing obligations and responsibilities, including:

- Adding or Removing Owners and Managers
- Reporting Charges or Convictions
- Notification of (existing) Controlled Equipment (see Section 7.5)
- Acquisition of Controlled Equipment (see Section 7.6)
- Changes to Controlled Equipment (see Section 8.1)
- Recording of Sales (see Section 8.2.1)
- Reporting of Sales (see Section 8.2.2)

Section 6.5.1 – Adding or Removing Owners and Managers

Rationale

By virtue of Section 7(4) of the Act, an application for a Registration must include, as applicable, a list of the applicant's Owners and Managers as well as their respective authorization to submit to Prescribed Checks. The granting of a Registration is conditional upon the Registrar being satisfied of the criteria set out at Section 8(2) of the Act, including the suitability of the applicant or that of any of its Owners or Managers. Suitability is assessed through the conduct of Prescribed Checks and must be maintained throughout the duration of a Registration, failing which the Registrar may suspend or cancel a Registration pursuant to Section 10(2) of the Act.

It is a continuous requirement that Owners and Managers are suitable for the purposes of the Act, and as a result, if there are changes in the ownership or management structure of a Registered Seller's business that arise during the course of a Registration, the Registrar will inquire into the suitability of current Owners and Managers if and when they change. Accordingly, it is a standard limit and condition of any Registration granted that the current Owners and Managers of the Registered Seller undergo applicable security screening checks, e.g. Prescribed Checks.

The following policies provide particulars as to how applicants may add or remove Owners and Managers during the course of a Registration.

Policies

6.5.1.1 To remove an Owner or Manager, the Registered Seller is required to inform SPD via email to PillPressLicensing@gov.bc.ca.

6.5.3.2 To add a new Owner to their business, a Registered Seller is required to submit a new Registered Seller application. Pursuant to the Act and Regulation, the new Owner will be required to authorize the carrying out of Prescribed Checks.

6.5.3.3 To add a new Manager, a Registered Seller is required to inform SPD via email to PillPressLicensing@gov.bc.ca. In accordance with the standard limits and conditions of a Registered Seller certificate, the new Manager will be required to authorize the carrying out of Prescribed Checks.

Section 6.5.2 – Reporting Charges or Convictions

Rationale

Sections 5(2)(g) and 5(4)(c) of the Act require Registered Sellers to report any charges or convictions against them, in the form and manner required by the Registrar, for an offence under: the Act; the *Criminal Code*, the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada); or, a prescribed enactment. Owners and Managers are also held to this reporting requirement as part of their ongoing obligation under the Act to maintain suitability throughout the duration of a Registration (see Section 6.5.1 above). Accordingly, it is a standard limit and condition of any Registration granted that Owners and Managers report any charges or convictions against them for an offence under any of the enactments noted above.

The following policies detail the form and manner in which Registered Sellers and Owners and Managers, as applicable, must report charges and convictions.

Policies

6.5.2.1 Information pertaining to charges or convictions must be provided to the Registrar via email to PillPressLicensing@gov.bc.ca and in accordance with section 11 of the Regulation, must include the following information:

- The Registered Seller's legal name and registration number
- The name and provision of the enactment under which the Registered Seller was charged or convicted
- The date on which the charge was laid, or the conviction entered, as applicable

6.5.2.2 Information pertaining to charges or convictions of Owners and Managers must be provided to the Registrar via email to PillPressLicensing@gov.bc.ca and include the following information:

- The legal name and registration number of the Registered Seller of which the individual is an Owner or Manager
- The legal name of the Owner or Manager as it appears on the Pill Press Registry
- The name and provision of the enactment under which the Owner or Manager was charged or convicted

- The date on which the charge was laid, or the conviction entered, as applicable
- The Owner or Manager's date of birth

Section 7 – Controlled Equipment Notification

One of the purposes of the Act is to track Controlled Equipment throughout its lifecycle. This purpose is achieved by keeping records of the Controlled Equipment in the Pill Press Online Registry.

Rationale

In order to establish a comprehensive, consistent, and reliable database, the Registrar requires that all Controlled Equipment be registered and clearly identifiable. All Controlled Equipment must be registered through the Pill Press Online Registry Equipment Notification process. The following policies further detail the definition of Controlled Equipment and requirements for Controlled Equipment Notification.

Section 7.1 – Controlled Equipment

The BC industry sector has multiple types of equipment for the purpose of producing a variety of products. Controlled Equipment under the Act includes the following:

- Pill presses
- Encapsulators or gel press machines
- Dies, moulds or punches ordinarily used with a Pill Press, or Encapsulator machine
- Pharmaceutical mixer or blender

This includes above equipment that is automated or semi-automated (in the common meaning of the words). In general, manual equipment is not considered Controlled Equipment. However, if the manual equipment can be automated, for example by attaching a motor to operate the hand crank, then it becomes Controlled Equipment under the Act.

Section 7.1.1 – Level of Automation

- *Automated* means having the capacity to operate for an extended period of time with no human attention.
- *Semi-Automatic* means any combination that consists of the synthesis of automated and human force production to achieve a task.

- *Capable of Being Automated* means any potential authorized or unauthorized modification/conversion that seeks to either improve operational efficiency or change operating characteristics of equipment for the purpose of replacing, assisting, or enhancing the manual human force production.

Section 7.1.2 – Pill Press

Pill Press (includes Tablet Press) means a machine whether semi-automatic, automated or capable of being automated, to be used to compact or mould powdered, granular or semi-solid material to produce cohesive solid tablets, or fill capsules with powdered, granular, semi-solid or liquid material.

Section 7.1.3 – Encapsulator

Encapsulator (includes Gel Press) means a machine, whether semi-automatic, automated or capable of being automated, that can be used to fill capsules with any powdered, granular, semi-solid or liquid material.

Section 7.1.4 – Die, Mould, or Punch

- "Die" means a tool or device to cut, shape, stamp, or form a wide variety of products to a desired finish.
- "Mould" means a hollow cavity, form, or matrix into which a liquid or semi-liquid material is placed to take a desired shape upon cooling or drying into a finished product.
- "Punch" means a tool that comprises of an upper and lower part that works conjointly to change the size or shape of a piece of material by exerting force to the material/workpiece that is typically held in place by a die.

7.1.4.1 Dies, moulds and punches are exempt from the notification requirement on the part of the authorized owner in the circumstances listed at section 5(2)(a), (b) and (c) of the Act (see section 5(3) of the Act for dies and section 12 of the Regulation for moulds and punches). As a result, a purchaser is exempt from the requirement to report the purchase of dies, moulds, or punches that were sold to them; however, the Registered Seller must still report sales of dies, moulds, or punches.

7.1.4.2 All Owner Category types under the Act must buy dies, moulds, and punches only from a Registered Seller, when buying in BC.

Section 7.1.5 – Pharmaceutical Mixer and Blender

A pharmaceutical mixer or blender is not Controlled Equipment if the pharmaceutical mixer or blender is used to make tablets or capsules:

- In the course of compounding a drug by a person authorized to do so under the *Health Professions Act* or the *Pharmacy Operations and Drug Scheduling Act*, or
- By an individual in their personal capacity.

7.1.5.1 "Compounding" means the combining or mixing together of two or more ingredients to create a final product in an appropriate form for dosing / consumption. Within the meaning of the Act and Regulation, "compound" refers to combining a drug or natural health product that the person is authorized to compound.

7.1.5.2 "Personal Use" means utilizing Controlled Equipment for a particular purpose other than commercial or industrial manufacturing, preparation or production.

Section 7.2 – Controlled Equipment Registry Number

Rationale

After a business registers a piece of Controlled Equipment through the Equipment Notification process on the Pill Press Online Registry, the system will generate and assign a unique Equipment Registry Number to that piece of equipment. The unique Equipment Registry Number must accompany the piece of Controlled Equipment for the rest of its lifecycle.

Policies

7.2.1 To help the Registrar track each piece of Controlled Equipment throughout its lifecycle, it is recommended that the business etch the Equipment Registry Number into the corresponding piece of equipment.

7.2.2 Registered Sellers are required to record the Equipment Registry Number of the Controlled Equipment on the Record of Sale form and provide a copy to the purchaser in order for them to register the purchased Controlled Equipment on the Pill Press Online Registry.

7.2.3 Since the piece of Controlled Equipment sold has a unique Equipment Registry Number, the Controlled Equipment will be transferred from the inventory of the

Registered Seller to the purchaser's inventory after both the seller and the purchaser have notified the Registrar about the sale.

Section 7.3 – Controlled Equipment Certificate

Once the Equipment Notification has been processed, the Registrar will issue a Controlled Equipment certificate and place a pdf on the client Dashboard, which the business can print.

Policies

7.3.1 It is recommended that the business print each Controlled Equipment certificate once issued and keep it at the location where that piece of Controlled Equipment is ordinarily stored. The business may be requested to provide evidence that the Registrar has approved or confirmed they can own, use, or possess that piece of Controlled Equipment.

7.3.2 Although the Controlled Equipment certificate does not expire, there is an obligation on the business to keep the Registrar updated on any changes to the piece of Controlled Equipment, such as: sale, loss, theft, destruction, or change in location where it is ordinarily stored.

Section 7.4 – Controlled Equipment Location

Owners have an ongoing obligation to keep the Registrar updated about the location at which each piece of Controlled Equipment is ordinarily stored. This will help the Registrar track the Controlled Equipment throughout its lifecycle.

Section 7.4.1 – Dwelling House

7.4.1.1 "Dwelling House" means:

- All or part of a building or structure that a person keeps or occupies as a permanent or temporary residence and the land under the building or structure, including:
    i. land that is contiguous to the building or structure and that the person may use in conjunction with the building or structure, and
    ii. a building or structure or land referred to in in subparagraph (i), or

- A unit that is designed to be mobile and to be used on a permanent or temporary basis as a residence, including:
    i. land that is contiguous to the unit and that the person may use in conjunction with the unit, and
    ii. a building or structure on land referred to in subparagraph (i).

Section 7.4.2 – Secure Storage

Rationale

Section 5(1) of the Act requires all owners of Controlled Equipment to ensure that Controlled Equipment is stored securely and in accordance with the Regulations, if any. This is to prevent unauthorized individuals from accessing the Controlled Equipment and the possible production of unsanctioned or illegal products.

Policies

7.4.2.1 The Registrar requires all owners of Controlled Equipment to take the necessary steps to ensure that Controlled Equipment is stored securely, including but not limited to:

- No equipment is left unattended in an open public space or in a space easily or frequently accessible by individuals not permitted to possess or use Controlled Equipment;
- Controlled Equipment possessing computer process controls that have a password feature need their password protection to be enabled to ensure that only authorized employees or agents can direct the operations of equipment;
- All equipment not in use is placed in premises where only those permitted to access the equipment control the ability to enter;
- Table top and easily movable equipment are securely fastened to an immovable object with an adequate security device, such as a lock.

Section 7.5 - Notification of (existing) Controlled Equipment

7.5.1 Owners are responsible to notify the Registrar of any piece of Controlled Equipment they own, use, or possess by adding them to their list of Controlled Equipment in the Pill Press Online Registry. Owners can see and manage their

inventory of Controlled Equipment on their Client Dashboard in the Pill Press Online Registry.

Section 7.6 – Acquisition of Controlled Equipment

7.6.1 When Owners acquire a piece of Controlled Equipment, they must report the transaction to the Registrar through the Pill Press Online Registry within 10 days, in the form of an Equipment Notification (See Sections 8.2.2.3 and 8.2.2.5).

Section 8 – Reporting & Recording Requirements

Section 8.1 - Changes to Controlled Equipment

All Owner Categories are responsible to notify the Registrar of any changes to a piece of Controlled Equipment in their inventory, including if the piece of Controlled Equipment is sold, lost, stolen, or destroyed, or the address where the piece of equipment is ordinarily stored has changed.

Section 8.1.1 – Controlled Equipment Location Change

8.1.1.1 Any change to the location where a piece of Controlled Equipment is ordinarily stored must be reported to the Registrar. All Owner Categories must report the location change(s) via the "Change Location" option on their Client Profile Dashboard page, within 10 days after the event.

Section 8.1.2 – Lost, Stolen, or Destroyed Controlled Equipment

8.1.2.1 In the event that a piece of Controlled Equipment is lost, stolen, or destroyed, notice to the Registrar must be given no later than the next business day. To report a lost, stolen, or destroyed piece of Controlled Equipment, Owner Categories are required to use the "Report Change (lost, stolen, destroyed)" option on their Client Profile Dashboard page.

Section 8.1.3 – Sale of Controlled Equipment

8.1.3.1 Any sale of Controlled Equipment must be reported via the "Report Sale" option of the Pill Press Online Registry. Only Registered Sellers are authorized to sell Controlled Equipment. Any other Owner Categories who wish to sell their Controlled Equipment must first apply for a Registration. If a business acts as a broker or supplier of alternative ownership arrangements (i.e. renting, leasing, lending) for Controlled Equipment, these are considered controlled activities (For more details on the reporting sales requirement, please see Reporting Sales).

Section 8.2 – Controlled Equipment Recording and Reporting of Sales

Section 8.2.1 - Recording of Sales

8.2.1.1 For each sale of Controlled Equipment, a Registered Seller must:

- Record the sale using the Record of Sale – (Business or Individual) forms (see Appendix I & II). These forms are available on https://www.gov.bc.ca/pill-press.
- Collect details of the sale, including: the date on which the sale was made; description of the Controlled Equipment sold (including make, model, serial number and/or Equipment Registry Number); the Registered Seller's Registration number; method of payment used; and whether the Controlled Equipment will be stored in a dwelling house.
- Collect from the intended purchaser information confirming that they belong to an Owner Category under the Act (i.e. drug establishment or site licence, Waiver number, Registration number)
- Collect from the intended purchaser prescribed information respecting the purchaser's identity (whether business or individual) as follows:

Business	Individuals
• Business Legal name NOTE. If the intended purchaser holds a site or drug establishment licence, the name as shown on licence and expiry date • Business registration number • Name and the civic address at which the purchaser ordinarily carries on business • Legal name, business telephone number and email address of the person responsible for making the purchase on behalf of the purchaser • If known, civic address where the purchaser will ordinarily store the equipment	• Purchaser's legal name, civic address, telephone number and email address • Government-issued Photo ID that shows the purchaser's photograph and legal name, and is not expired • Government-issued identification Type (e.g. driver's licence) • If known, civic address where the purchaser will ordinarily store the equipment

- Provide a copy of the completed Record of Sale form to the purchaser (see Section 8.2.2.3 below for further information).

Section 8.2.2 - Reporting Sales

8.2.2.1 Section 4 (2) of the Act prohibits a Registered Seller from selling Controlled Equipment to any "person in British Columbia" other than to an Owner Category under the Act. Different factors may apply in assessing whether an intended purchaser is a "person in British Columbia", including without limitation:

- The intended purchaser's jurisdiction of incorporation or registration
- Extra-provincial registration(s), if any
- Location of business operations
- Location of warehouse(s)
- Place(s) of business
- Office(s) (including registered office and records office), if any.

If in doubt, a Registered Seller may wish to consult with their legal advisor.

8.2.2.2 If the intended purchaser is a "person in British Columbia", the Registered Seller must confirm that the intended purchaser is either an Authorized Owner, Waiver holder, or Registered Seller under the Act.

8.2.2.3 A Registered Seller is required to provide a copy of the completed Record of Sale form to the purchaser. This provides essential information to a BC purchaser, who is required under the Act to report their acquisition of Controlled Equipment to the Registrar. This is performed via an Equipment Notification. Purchasers from outside of BC are not required to provide Equipment Notification.

8.2.2.4 Registered Sellers are required to report all sales of Controlled Equipment, whether the purchasers are from inside or outside BC.

8.2.2.5 Both the Registered Seller and purchaser must notify the Registrar of the sale of Controlled Equipment via the Client Dashboard within 10 days. However, the purchaser is exempt from this requirement in respect of dies, moulds, and punches. No exemption applies in respect of the Registered Seller, who must report all sales of Controlled Equipment.

8.2.2.6 Both the Registered Seller and purchaser are required to keep a record of sale form for a minimum period of two years.

Section 9 – Reconsiderations & Complaints

Section 9.1 - Reconsiderations

In accordance with the principles of administrative fairness, and as embedded in Section 11 of the Act, if the Registrar refuses to grant, or suspends or cancels a Waiver or Registration, a person may request the Registrar to reconsider the decision.

Policies

9.1.1 A person's request to the Registrar to reconsider a decision must be made within 30 days after receiving the notice of the decision or, in special circumstances that prevent the person from making a request within the 30-day time limit, and if an injustice would otherwise result, within the period of time specified by the Registrar.

9.1.2 The request for reconsideration must be made in writing and identify the error the person believes was made or the other grounds on which a reconsideration is requested.

9.1.3 Upon receiving the request, the Registrar will hold a hearing in writing, or as otherwise specified by the Registrar.

9.1.4 Within 90 days following receipt of the request for reconsideration, the Registrar must confirm, vary or cancel the decision, and notify the person in writing of the decision and the reasons for it.

9.1.5 Unless alternate arrangements have been requested, the Registrar will notify the person via business email as agreed by the person on the Business Profile page of the Pill Press Online Registry.

Section 9.2 – Complaints

Policies in this section provides process guidelines for members of the public and others who wish to complain about an offence-related matter relating to the Act. The policy clarifies how complaints will be handled by the Registrar, along with estimated timelines.

9.2.1 - Guiding principles

The complaints process is guided by the following principles:

• **Accessibility**: Information about the complaints process will be readily accessible to members of the public and easy to understand and use. The Registrar will facilitate the awareness of the complaints process through various means of communication.
• **Timeliness**: Complaints will be dealt within reasonable timeframes.
• **Transparency**: The Registrar's decisions relating to the complaint will be communicated to the complainant.

9.2.2 - Informing the public and others about the complaints process

9.2.2.1 The Registrar will facilitate the submission of complaints by:

- Providing information regarding the complaints process to members of the public, industry, and stakeholder organizations who contact SPD with a complaint.
- Posting and maintaining a complaint form and information about the complaints process on the government Pill Press website at https://www.gov.bc.ca/pill-press

9.2.3 - Submitting complaints

9.2.3.1 A person may make a complaint to the Registrar on any offence-related matter that relates to the Act. This includes complaints against businesses or individuals that may own, use, possess, or sell Controlled Equipment.

9.2.3.2 Whenever possible, a complaint should be in writing and submitted on SPD's complaint form via email to PillPressComplaints@gov.bc.ca .

9.2.3.3 A complaint must:

- Identify the complainant; and
- Provide the contact information of the complainant

9.2.3.4 Anonymous complaints will not be accepted.

9.2.4 - Investigating a complaint

9.2.4.1 Upon receiving a complaint, the Registrar will review the matter to determine whether to investigate the complaint.

9.2.4.2 If the Registrar decides to investigate the complaint, the Registrar will assign the complaint to an SPD employee for investigation.

9.2.4.3 During the investigation, the SPD employee may contact the complainant to discuss the matter in more detail.

9.2.5 - Responding to a complaint

9.2.5.1 Within 30 days of receiving the complaint, the Registrar will send a letter to the complainant acknowledging receipt of the complaint and indicating whether the complaint has been accepted for investigation.

9.2.5.2 The Registrar may determine not to investigate a complaint if any of the following apply:

- More than one year has elapsed between the date the complainant knew of the facts on which the complaint is based and the date the Registrar receives the complaint
- There is a remedy available in law that is adequate for the complainant and there is no reasonable justification for the complainant's failure to take advantage of the remedy
- The complaint is frivolous, vexatious or not made in good faith
- Further investigation is not necessary in order to consider the complaint, or
- Investigation would not benefit the complainant.

9.2.5.3 If the complaint has not been accepted for investigation, the Registrar will outline the reason for this decision in the letter and indicate any other resources that may be available to the complainant.

9.2.6 - Requesting a review of a decision not to investigate

9.2.6.1 Within 30 days after the receipt of a letter from the Registrar informing the complainant that a complaint has not been accepted for investigation, the complainant may request that the Registrar review the decision not to investigate.

9.2.6.2 A request to the Registrar to review a decision not to investigate a complaint must be in writing and must state the reason why the complainant would like the Registrar to review the decision.

9.2.6.3 Within 30 days of receiving the request, the Registrar will send a letter to the complainant acknowledging receipt of the request and indicating whether the complaint has been accepted for investigation.

9.2.6.4 Among the reasons the Registrar may decide to investigate a complaint that was previously not accepted for investigation, are:

- When the nature of the complaint was misunderstood, or
- When information, not available at the time the complaint was first considered, becomes available.

9.2.7 - Determining whether to proceed with a sanction

9.2.7.1 Following an investigation, the Registrar will determine:

- Whether the conduct that formed the basis of the complaint was a contravention of the Act, the Regulations, or a limit or condition of a certificate or registration, and
- In the event of a contravention, whether to proceed with a sanction.

9.2.7.2 A sanction may include any of the following:

- Verbal warning
- Written warning
- Issuance of a violation (fine) ticket
- Imposition of limits or conditions on a certificate or registration
- Suspension/ cancellation of a certificate or registration
- Prosecution for an offence
- Seizure of Controlled Equipment

9.2.8 - Informing the complainant of the results of the investigation

9.2.8.1 The Registrar will send the complainant a letter at the conclusion of the investigation to inform the complainant of the outcome of the investigation.

9.2.9 - Record-keeping

9.2.9.1 The Registrar will establish and maintain a record of complaints received under the Act, including the results of complaints, and will compile statistical information respecting all complaints.

Appendices

Appendix I

Record of Sale form – INDIVIDUAL

Ministry of Public Safety and Solicitor General

Record of Sale Form – FOR INDIVIDUALS

BC Pill Press and Related Equipment Control Act (PPRECA)

To the Registered Seller: Please use this form to record a sale of Controlled Equipment to an **Individual** under the Pill Press and Related Equipment Control Act (PPRECA) and related Regulations. **You are required to complete this form in full and give a copy to the purchaser**. Please complete a separate form for each piece of Controlled Equipment sold to the purchaser.

ⓘ Only Registered Sellers can sell Controlled Equipment in BC. If you don't have a Registered Seller Registration and wish to sell Controlled Equipment, you must apply to be a Registered Seller at www.gov.bc.ca/pill-press.

SELLER INFORMATION

Seller's Registration Number:	Seller's Business Name:

DESCRIPTION OF THE CONTROLLED EQUIPMENT SOLD

Equipment Type: ☐ Pill Press ☐ Encapsulator ☐ Pharmaceutical Mixer ☐ Blender ☐ Die, mould or punch

Equipment Registry Number:	Equipment Manufacturer:	
Serial Number:	Make:	Model:

ⓘ The term "sell" under the Act includes: offer for sale, expose for sale, have in possession for sale, distribute, give, transfer, lend, send, rent, or otherwise dispose of, whether for consideration (i.e. money) and whether by wholesale, retail, or private sale.

DETAILS OF SALE

Date of the sale(mm/dd/yy):

Type of disposition for this piece of Controlled Equipment:
☐ Sale ☐ Rent ☐ Lease ☐ Gift ☐ Loan ☐ Other (please specify) _____

Method of Payment:
☐ Debit ☐ Credit ☐ Cheque ☐ Other (please specify) _____

ⓘ Under the Act (s. 4 (4) PPRECA and s. 5 (2) of the Regulations), cash, cash card, prepaid purchase card and virtual currency are NOT permitted as any part of the consideration for the sale.

Location where the sold controlled equipment will reside: ☐ BC ☐ Outside of BC

Address where purchaser will ordinarily store the controlled equipment:

(unit #)	(street #)	(street name)	(city)	(prov.)	(postal code)	☐ Address unknown

Please indicate whether the Controlled Equipment will be stored in a dwelling house (i.e. a place where someone lives):
☐ Yes ☐ No ☐ Unknown

PURCHASER INFORMATION

Purchaser's Legal name (First and last name as shown on the Government-issued photo identification provided to the Register Seller):

Purchaser's Telephone Number:	Purchaser's Email Address:

Purchaser Civic Address:

(unit #)	(street #)	(street name)	(city)	(prov.)	(postal code)

ⓘ If selling Controlled Equipment to an individual, the Registered Seller must collect a unique alphanumeric number from a piece of identification (ID) which: is issued to the purchaser by a government, shows the purchaser's photograph and legal name, and is not expired.

The Registered Seller is required to examine the photo ID provided by the purchaser and ensure that the purchaser information collected on this form matches that of the photo ID.

Government-issued photo identification Type – ID must show purchaser's photograph and legal name	Government–issued photo ID Number:	Is the purchaser Government-issued ID expired? ☐ Yes ☐ No

ⓘ The Act prohibits a Registered Seller from selling controlled equipment to any person in British Columbia other than to an authorized owner. Different factors may apply in assessing whether an intended purchaser is a "person in British Columbia" including without limitation, the intended purchaser's jurisdiction of incorporation or registration, extra-provincial registration(s), if any, location of business operations, location of warehouse(s), place(s) of business, or office(s) (including registered office and records office), if any. For more information, review the Registered Seller guidelines.

PURCHASER AUTHORIZATION

Is the purchaser a "person in British Columbia"? ☐ Yes. Please enter purchaser authorization below ☐ No

If yes, how is the purchaser authorized to own, use, or possess Controlled Equipment? Please select all the options that apply, if any.

☐ Waiver holder Waiver number _____

☐ Registered Seller Seller's Registration number _____

☐ Other, please specify _____

The PPRECA regulates the ownership, use, possession and sale of controlled equipment within BC. Sales are subject to the following requirements:

- Only a person who holds a Registration and is acting in accordance with the limits and conditions, if any, of the Registration can sell, rent or lease or otherwise dispose of Controlled Equipment.
- The Registered Seller must notify the Registrar of the sale within 10 days.
- The Registered Seller is required to keep a record of sale form for a minimum period of two years.
- If the individual purchaser is a person in British Columbia, the purchaser must:
  - Hold a Waiver or Seller Registration under the PPRECA.
  - Notify the Registrar of the purchase within 10 days. The purchaser is exempt from this requirement in respect of dies, moulds, and punches.
  - Keep a record of sale form for a minimum period of two years.

RELATED DEFINITIONS:

Authorized Owner: An owner category under PPRECA that currently only includes businesses authorized under an enactment of BC or Canada to manufacture a drug or natural health product, such as holders of valid Drug Establishment or Site Licences issued by Health Canada

Equipment Registry Number: A unique system-generated number assigned by the Pill Press Online Registry to a piece of Controlled Equipment for the remainder of its lifecycle.

Registered Seller: Refers to a business that has been approved by the Pill Press Registrar to sell Controlled Equipment.

Registered Seller's Registration Number: A unique system-assigned number issued by the Pill Press Online Registry when the application for a Registered Seller Registration is approved.

Waiver Holder: A Waiver holder is a term used to describe a business that has applied to the Registrar and was granted a Waiver under PPRECA.

Waiver Number: A unique system-assigned number issued by the Pill Press Online Registry when the application for a Waiver is approved.

Appendix II

Record of Sale form – BUSINESSES

BRITISH COLUMBIA | Ministry of Public Safety and Solicitor General

Record of Sale Form – FOR BUSINESSES

BC Pill Press and Related Equipment Control Act (PPRECA)

To the Registered Seller: Please use this form to record a sale of Controlled Equipment to a **Business** under the Pill Press and Related Equipment Control Act (PPRECA) and related Regulations. **You are required to complete this form in full, and give a copy to the purchaser.** Please complete a separate form for each piece of Controlled Equipment sold to the purchaser.

ⓘ Only Registered Sellers can sell Controlled Equipment in BC. If you don't have a Registered Seller Registration and wish to sell Controlled Equipment, you must apply to be a Registered Seller at www.gov.bc.ca/pill-press.

SELLER INFORMATION

Seller's Registration Number:	Seller's Business Name:

DESCRIPTION OF THE CONTROLLED EQUIPMENT SOLD

Equipment Type: ☐ Pill Press ☐ Encapsulator ☐ Pharmaceutical Mixer ☐ Blender ☐ Die, mould or punch

Equipment Registry Number:	Equipment Manufacturer:	
Serial Number:	Make:	Model:

ⓘ The term "sell" under the Act includes: offer for sale, expose for sale, have in possession for sale, distribute, give, transfer, lend, send, rent, or otherwise dispose of, whether or not for consideration (i.e. money) and whether by wholesale, retail, or private sale.

DETAILS OF SALE

Date of the sale (mm/dd/yy):

Type of disposition for this piece of Controlled Equipment:
☐ Sale ☐ Rent ☐ Lease ☐ Gift ☐ Loan ☐ Other (please specify) _____

Method of Payment:
☐ Debit ☐ Credit ☐ Cheque ☐ Other (please specify) _____

ⓘ Under the Act (s. 4 (4) PPRECA and s. 5 (2) of the Regulations), cash, cash card, prepaid purchase card and virtual currency are NOT permitted as any part of the consideration for the sale.

Location where the sold Controlled Equipment will reside: ☐ BC ☐ Outside of BC

Address where purchaser will ordinarily store the Controlled Equipment:

(unit #)	(street #)	(street name)	(city)	(prov.)	(postal code)	☐ Address unknown

Please indicate whether the Controlled Equipment will be stored in a dwelling house (i.e. a place where someone lives):
☐ Yes ☐ No ☐ Unknown

PURCHASER INFORMATION

Business Legal Name: If purchaser holds a site or drug establishment licence or both, write the name for each as shown on licence(s)	Corporate (or other) Registry Number and Jurisdiction:

Business - Doing Business As (DBA) Name:

Civic address at which the purchaser ordinarily carries on business:

(unit #) (street #) (street name) (city) (prov.) (postal code)

Information about the person responsible for making the purchase on behalf of the purchaser

Contact Person Legal Name:	Contact Person's Business Phone Number:

Contact Person's Business Email Address:

ⓘ The Act prohibits a Registered Seller from selling Controlled Equipment to any person in British Columbia other than to an Authorized Owner. Different factors may apply in assessing whether an intended purchaser is a "person in British Columbia" including without limitation, the intended purchaser's jurisdiction of incorporation or registration, extra-provincial registration(s), if any, location of business operations, location of warehouse(s), place(s) of business, or office(s) (including registered office and records office), if any. For more information, review the Registered Seller guidelines.

PURCHASER AUTHORIZATION

Is the purchaser a "person in British Columbia"? ☐ Yes. Please enter purchaser authorization below ☐ No

How is the purchaser authorized to own, use, or possess Controlled Equipment? Please select all the options that apply

☐ Authorized Owner (i.e. drug establishment and/or site licence issued by Health Canada; information must be recorded for both, as applicable)

- ☐ Site licence holder — Licence number _____ Expiry Date _____
- ☐ Drug establishment licence — Licence number _____ Expiry Date _____

☐ Waiver holder — Waiver number _____

☐ Registered Seller — Seller's Registration number _____

☐ Purchaser outside BC

The PPRECA regulates the ownership, use, possession and sale of controlled equipment within BC. Sales are subject to the following requirements:

- Only a person who holds a Registration and is acting in accordance with the limits and conditions, if any, of the Registration can sell, rent or lease or otherwise dispose of Controlled Equipment.
- The purchaser must be an "Authorized Owner" i.e. holder of a site licence or a drug establishment licence issued by Health Canada or hold a Waiver or Seller Registration under the PPRECA.
- Both the Registered Seller and purchaser must notify the Registrar of the sale within 10 days. The purchaser is exempt from this requirement in respect of dies, moulds, and punches.
- Both the Registered Seller and purchaser are required to keep a record of sale form for a minimum period of two years.

RELATED DEFINITIONS:

Equipment Registry Number: A unique system-generated number assigned by the Pill Press Online Registry to a piece of Controlled Equipment for the remainder of its lifecycle.

Registered Seller: Refers to a business that has been approved by the Pill Press Registrar to sell Controlled Equipment.

Registered Seller's Registration Number: A unique system-assigned number issued by the Pill Press Online Registry when the application for a Registered Seller Registration is approved.

Waiver Holder: A Waiver holder is a term used to describe a business that has applied to the Registrar and was granted a Waiver under PPRECA.

Waiver Number: A unique system-assigned number issued by the Pill Press Online Registry when the application for a Waiver is approved.