

# Guidelines for Registration as an Authorised Seller of Poisons

1. Sellers of poisons cannot operate from a place of residence;
2. Where poisons are sold at more than one location, each such location shall be registered by the Pharmacy Council of St. Lucia;
3. Change of ownership or location requires the submission of a new application and registration fee;
4. This permit will only allow the sale of Part II of the list of poisons.
  
6. Every authorised seller of poisons who engages in the sale of poisons shall license annually with the Pharmacy Council of St. Lucia by application and provide information required by the Council on an application approved by the Council, including but not limited to:
  - A. A full description of each facility and warehouse including all locations utilized for poison storage. The description should include the following:
    - Square footage
    - Security
    - Terms of lease or ownership
    - Address
    - Storage conditions
  - B. A list of all the other licences, registrations or permits from other Ministries or Authorities in St. Lucia
  - C. A copy of the deed for the property on which the seller of poisons establishment is located. If the seller of poisons owns the property a copy of the seller's lease for the property on which the establishment is located that has an original term of not less than one (1) calendar year, if the seller does not own the establishment.
  - D. Information regarding general and product liability insurance, including copies of relevant policies;
  - E. A description of the authorised seller's poison import and export activities; and companies from which poisons will be imported.
  - F. A copy of the authorised seller's written policies and procedures as it relates to poisons.

- G. Two, two (2) inch by two (2) inch passport size photographs.
7. Each facility that engages in the sale of poisons must undergo an inspection by the Pharmacy Council or a third party working on behalf of the Council for the purpose of inspecting the business operations prior to initial licensure and periodically thereafter in accordance with the schedule to be determined by the Pharmacy Council.
  8. An Authorised Seller of poisons must publicly display or have readily available all licenses and the most recent inspection report administered by the Pharmacy Council.
  9. Changes in any information on the application form must be submitted to the Pharmacy Council of St. Lucia within seven (7) days of the change.

### Minimum requirements for the storage, handling transport and shipment of poisons and maintenance of poisons records

The following are required for the storage, handling, transport and shipment of poisons and for the establishment and maintenance of poisons records by authorised sellers of poisons and officers, agents, representatives and employees;

All facilities at which poisons are received, stored, warehoused, handled, held, offered, marketed, displayed, or transported from shall;

1. Be of suitable construction to ensure that all poisons in the facilities are maintained in accordance with the product labelling of such poisons or in compliance with official compendium standards.
2. Be of suitable size and construction to facilitate cleaning, maintenance, and proper operations;
3. Have adequate storage areas to provide adequate lighting, ventilation, temperature, sanitation, humidity, space, equipment, and security conditions;
4. Have a quarantine area for storage of poisons that are expired, damaged, deteriorated, misbranded, or adulterated, counterfeit, or suspected of being counterfeit, otherwise unfit for sale or that are in immediate or sealed secondary containers that have been opened;
5. Be maintained in a clean and orderly condition;
6. Be free from infestation of any kind;

7. Be a commercial location and not a personal dwelling or residence;
8. Provide for the secure and confidential storage of information with restricted access and policies and procedures to protect the confidentiality of information;
9. Provide and maintain appropriate inventory controls in order to detect and document any theft, counterfeiting, or diversion of poisons.
10. Establish and maintain inventories and records of all transactions regarding the receipt and distribution or other disposition of poisons.
11. You may pay your fees (non-refundable) of **\$ E.C. 525.00 (\$ US 197.00)** to **Pharmacy Council**, using any one of the methods below:
  - Draft drawn on a St. Lucian bank
  - Personal cheque from a St. Lucian Bank