



## Lock and Leave Establishment Guidelines

Requirements are pursuant to *The Pharmacy and Pharmacy Disciplines Act* and the Saskatchewan College of Pharmacy Professionals (SCPP) Regulatory Bylaws, which can be found under Legislation on the QUICKLINKS section of the website homepage. Section 9 of Part J of the SCPP Regulatory Bylaws, in specific, give Lock and Leave requirement details.

SCPP requires a minimum of 30 days' notice for a Lock and Leave enclosure.

### The pharmacy manager is required to:

1. Submit notification, drawing, and explanation of the physical layout of the Lock and Leave enclosure to [info@saskpharm.ca](mailto:info@saskpharm.ca) for review by an SCPP field officer.
2. Liaise with the assigned field officer regarding comments or issues to be addressed.
3. Submit the online **Pharmacy Permit Application** for a Lock and Leave Permit.
  - a. Application link is available in the Pharmacy Manager Portal
  - b. Login information will be emailed to the manager and will come from the College [info@saskpharm.ca](mailto:info@saskpharm.ca)
4. Submit application fee (see [Fee Schedule](#))
5. Comply with all requirements as per the Regulatory Bylaws and *The Pharmacy and Pharmacy Disciplines Act*.
6. Supply photographs of the completed enclosure and explanation of the system.
7. Contact the assigned field officer when the requirements are satisfactorily met to arrange for an inspection if required.

Upon satisfactory inspection of the enclosure and approval of the application and requirements, a Lock and Leave Permit will be issued in accordance with the bylaws of the College. Should a second pre-opening inspection be required, an additional inspection fee may be charged.

Questions?

Contact: [info@saskpharm.ca](mailto:info@saskpharm.ca)