



# Seizure and Disposition Report

(Instructions for completion on reverse)

<b>Type of report</b> Seizure report [if checked, complete seizure, finding, acquisition section of this form] <b>Complete boxes 1 to 11</b>		Disposition report [if checked, complete the disposition section of this form] <b>Complete boxes 12 to 18</b>	
<b>1</b> Name and address of organization responsible for the <b>seizure, finding or acquisition</b>		Municipal	Telephone No.
		Provincial	Fax No.
		RCMP	E-mail
CBSA			
Health Canada			
Other			
<b>2</b> Police File No.		<b>3</b> Police Exhibit Report No.	
		<b>4</b> CBSA or HC File No.	
<b>5</b> Name and address of organization responsible for “ <b>disposition or other dealing with</b> ”, if different from box 1		Municipal	Telephone No.
		Provincial	Fax No.
		RCMP	E-mail
CBSA			
Health Canada			
Other			
<b>Place of Seizure, Finding or Acquisition</b>			
<b>6</b> Civic number, street, city, province, and postal code or location			
<b>Substance(s) Seized, Found or Acquired</b>			
<b>7</b> Date of seizure, finding or acquisition (YYYY/MM/DD)	<b>8</b> Name and description of substances (including controlled substances, precursors, chemical offence-related property, cannabis <sup>1</sup> and chemical property) and contaminated items seized, found or otherwise acquired. <b>At this time, all substances are considered as “suspected” to be what they are unless their identity has been confirmed.</b> <sup>1</sup> Refer to Appendix C of the accompanying guidance document for reporting seizure and disposition for cannabis classification.		<b>9</b> Total quantity
			<b>10</b> Unit of measure
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
<b>11</b> Name of officer reporting the seized, found or acquired substance(s). One or two names may be included.			
Name and Badge No or Other Identifying No		Date Reporting (YYYY/MM/DD)	
Name and Badge No or Other Identifying No		Date Reporting (YYYY/MM/DD)	
<b>Substance(s) Disposed of or Otherwise Dealt With</b>			
Please check ONE of the following boxes to identify the Controlled Drugs and Substances Act (CDSA) or Cannabis Act (CA) section under which disposition occurred.			
CDSA s. 24(4), CA s.103(4) Application for return – Denied CDSA s. 25, CA s.104 No application for return in 60 days			
CDSA s. 26, CA s.105 Expedited disposition CDSA s. 27, CA s.107(b) Forfeiture order for destruction			
CDSA s. 28, CA s.108 Disposition with consent CA s.106 Destruction of cannabis plants if CA s. 106, check if the prosecutor has been notified			
Correction and/or Addition to Previously Submitted Form (Confirmation of substance, destruction of samples, etc.)			
<b>12</b> Date of seizure (YYYY/MM/DD)	<b>13</b> Name and description of controlled substance(s)/precursors/ chemical offence-related property/ cannabis/chemical property. <b>Substances must be confirmed unless no analysis has been done.</b>	<b>14</b> Quantity	<b>15</b> Unit of measure
			<b>16</b> Date of disposition or other dealing (YYYY/MM/DD)
			<b>17</b> Method of disposition or other dealing
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
<b>18</b> Name of officer(s) responsible for disposing of or otherwise dealing with the substance(s).			
Name and Badge No or Other Identifying No		Date Reporting (YYYY/MM/DD)	
Name and Badge No or Other Identifying No		Date Reporting (YYYY/MM/DD)	

## Instructions to Complete the Seizure and Disposition Report

The Seizure and Disposition Report forms must be reported to the OCS within 30 days of each event occurring as prescribed by the CDSA and CA. Separate forms for seizure, finding or acquiring and disposition may be necessary if these timelines cannot be met using a single form.

Reporting Timeline		
Type of Substance	Seizure (Sections 12.1 CDSA/ 89 CA)	Disposition (Sections 29 CDSA/ 109 CA)
Controlled Substances	Within 30 days of the seizure	Within 30 days of the disposition
Precursors		
Chemical Offence-related Property (CDSA)		
Cannabis		
Chemical Property (CA)	Not applicable.	Within 30 days of the disposition

### Definition

“Controlled substance” means any substance included in Schedule I, II, III, IV or V of the *Controlled Drugs and Substances Act* (CDSA). A controlled substance also includes:

- Any synthetic or natural forms of a listed substance;
- Any substance that contains a controlled substance; and
- Anything that has on it a controlled substance and is used/intended/designed to either (i) produce the substance, or (ii) to introduce it into a human body.

“Precursor” means any substance included in Schedule VI of the CDSA.

“Chemical offence-related property” under the CDSA means offence-related property that is a chemical or precursor and includes anything that contains such property or has such property on it

“Cannabis” under the CA means a cannabis plant and anything referred to in Schedule 1 of the CA but does not include anything referred to in Schedule 2 of the CA.

“Chemical property” under the CA means chemical offence-related property, chemicals that are not chemical offence-related property or anything that has a chemical on it.

“Chemical offence-related property” under the CA means offence-related property that is a chemical and includes

(a) anything that contains any offence-related property that is a chemical; or b) anything that has any offence-related property on it that is a chemical.

### Type of Report

If you are submitting a report for a seizure, finding or acquisition please check the “Seizure report” box. If the report is for disposition please check the “Disposition report” box. In the event that you are reporting a seizure and disposition within 30 days, please check both boxes.

- 1 Name and address of organization responsible for the seizure, finding or acquisition.
- 2 Police File No.
- 3 Police Exhibit Report No.
- 4 CBSA or HC File No.
- 5 Name and address of organization responsible for the disposition or other dealing with, if different from box 1.

### Place of Seizure, Finding or Acquisition

6 Civic number, street, city, province and postal code or details on the location where the seizure, finding or acquisition occurred (e.g. GPS coordinates).

### Substance(s) Seized, Found or Otherwise Acquired

- 7 Date the seizure, finding or acquisition occurred.
- 8 Brief and exact description of the controlled substance, precursor, chemical offence-related property, cannabis, chemical property and contaminated item seized (e.g. pipe contaminated with cannabis, scale with traces of cocaine). If the identity has not been confirmed, substances should be identified as “suspected” (e.g. “suspected cocaine”).
- 9 Total quantity of the substance seized.
- 10 Unit of measure (e.g. gram (G), kilogram (Kg), milliliter (ml), plant (Plt), tablet (Tab), trace (Trace), etc.).
- 11 Name and badge number or other identifying No. of the officer reporting the substance seized, found or acquired and the date the report is being submitted to the Office of Controlled Substances. Please include no more than two names.

### Substance(s) Disposed of or Otherwise Dealt With

**Note - One of the 11 boxes at the top of the disposition section MUST be checked to identify type of report being sent to the Office of Controlled Substances (OCS)**

**CDSA Section 24(4) or CA Section 103(4)** – An application to a justice for the return of the substance was made and the request was denied.

- **CDSA Section 25 or CA Section 104**– No application for the return of the substance was made or it is considered a “no case” seizure (and there has been no application for return).
- **CDSA Section 26 or CA Section 105** – The substance whose storage or handling poses a risk to health or safety, the substance or a portion of it not required for the purpose of a preliminary inquiry, trial or other proceedings under this Act or any other Act of Parliament. **Note: Possibility of compensation by the detachment under CDSA s. 24(5) or CA s. 103(5) in case of disposition under CDSA s. 26 or CA s. 105.**
  - Controlled substances do not have to meet the conditions below.
  - For precursors, chemical offence-related property, cannabis and chemical property: **that indicate a potential health and safety risk associated with storage include the following:**
    - Substance is in a form that is volatile, reactive, unstable, corrosive, explosive or flammable, or that, upon exposure to heat, may cause an explosion or fire;
    - Handling of the substance can cause health and safety issues to individuals
    - Substance is in a form likely to decompose or produce mold or is already in this state to the extent that storage would pose a health or safety risk;
    - Size or quantity of the seizure does not allow for secure storage and thus poses a security risk; or
    - The content of a container cannot be confirmed (e.g. missing label, suspected tampering, contamination, etc.) and it appears that storage would create a risk to health and safety

- **For CDSA Section 27 or CA Section 107** – File is concluded in court and an order for destruction was given.
- **For CDSA Section 28 or CA Section 108** – Lawful owner or lawfully entitled person of the substance consents to its disposition.
- **For CA Section 106** – Destruction of cannabis plants was conducted after a notification was provided to a prosecutor.

- 12 Date the seizure, finding or acquisition occurred.
- 13 Brief and exact description of the controlled substance, precursor, chemical offence-related property, cannabis, chemical property and contaminated item disposed of (e.g. pipe contaminated with cannabis, scale with traces of cocaine). There should be no “suspected” substance(s) reported if confirmatory analysis was done.
- 14 Quantity of the substance disposed.
- 15 Unit of measure (e.g. gram (G), kilogram (Kg), milliliter (ml), plant (Plt), tablet (Tab), trace (Trace), etc.).
- 16 Date the disposition or otherwise dealing with occurred.
- 17 Method of disposition (e.g. incineration, landfill, etc.) or other dealings (e.g. training).
- 18 Name and badge No. or other identifying No. of the officer responsible of disposing the substance and the date (YYYY/MM/DD) the report is being submitted to the Office of Controlled Substances. You may include one or two names.

The seizure and disposition report can be submitted by e-mail to: [hc.drugs.disposition-droques.sc@canada.ca](mailto:hc.drugs.disposition-droques.sc@canada.ca)

For any enquiry please contact the Office of Controlled Substances by phone at 613-952-2177 or  
by email at [hc.drugs.disposition-droques.sc@canada.ca](mailto:hc.drugs.disposition-droques.sc@canada.ca)