



Seizure and Disposition Report

(Instructions for completion on reverse)

Type of report Seizure report [if checked, complete seizure, finding, acquisition section of this form] Complete boxes 1 to 11	Disposition report [if checked, complete the disposition section of this form] Complete boxes 1 to 5 and 12 to 18
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1 Name and address of organization responsible for the seizure, finding acquisition or disposition	Municipal	Telephone No.
	Provincial	Fax No.
	RCMP CBSA Health Canada Other	E-mail

2 Police File No.	3 Police Exhibit Report No.	4 CBSA or HC File No.
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5 Name and address of organization responsible for "disposition or other dealing with", if different from box 1	Municipal	Telephone No.
	Provincial	Fax No.
	RCMP Health Canada Other	E-mail

Place of Seizure, Finding or Acquisition

6 Civic number, street, city, province, and postal code or location

Substance(s) Seized, Found or Acquired

7 Date of seizure, finding or acquisition (YYYY/MM/DD)	8 Name and description of substances (including controlled substances, precursors, chemical offence-related property, cannabis ¹ and chemical property) and contaminated items seized, found or otherwise acquired. At this time, all substances are considered as "suspected" to be what they are unless their identity has been confirmed. <small>¹Refer to Appendix C of the accompanying guidance document for reporting seizure and disposition for cannabis classification.</small>	9 Total quantity	10 Unit of measure
1			
2			
3			
4			
5			
6			
7			
8			

11 Name of officer reporting the seized, found or acquired substance(s). One or two names may be included.

Name and Badge No Date Reporting to HC or Other or Identifying No	Date Reporting to HC (YYYY/MM/DD)	Name and Badge No or Other Identifying No	Date Reporting (YYYY/MM/DD)
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Substance(s) Disposed of or Otherwise Dealt With

12 Date of seizure (YYYY/MM/DD)	13 Name and description of controlled substance(s)/precursors/ chemical offence-related property/ cannabis/chemical property. Substances must be confirmed unless no analysis has been done.	14 Quantity	15 Unit of measure	16 Date of disposition or other dealing (YYYY/MM/DD)	17 Method of disposition or other dealing
1					
2					
3					
4					
5					
6					
7					
8					

18 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 to HC (YYYY/MM/DD)	Name and Badge No or Other Identifying No	Date Reporting to HC (YYYY/MM/DD)
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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/used 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 YYYY-MM-DD the report is being submitted to the Office of Controlled Substances. You may include one or two names.
- 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. For cannabis, please refer to Appendix C of the accompanying guide for classifying cannabis
- 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) thereport 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 or by fax at 613-941-4760

For any enquiry please contact the Office of Controlled Substances by phone at 613-946-1143 or by email at hc.drugs.disposition-droques.sc@canada.ca