

# ‘Narcotics Secured in a Time-Delayed Safe’ Sign Printing and Posting Requirements

All community pharmacies in Ontario are required to use a time-delayed safe for securing narcotics and display College-approved signage indicating the use of a time-delayed safe.

Follow the steps below to download, print and post your College-approved ‘Narcotics Secured in a Time-Delayed Safe’ sign.

## Download

- ✓ Download the sign(s) from the **College website**.
- i** Two different sizes are available:
  - o 11”x17” sign for each public entrance
  - o 8.5”x11” sign. Designated Managers have the option of using the smaller 8.5”x11” sign or the larger 11”x17” sign in the dispensary.
- i** English and French versions of the sign are available. Download the language(s) that best reflect the community you serve and align with the expectations of your pharmacy. You may choose to display both the English and French signs.

## Print

- ✓ Use quality printer paper to prevent wear and tear.
  - o Damaged or faded/illegible signs must be replaced
- ✓ Use colour ink. The colour combinations in the sign support visibility and consistency
- ✓ Print enough 11”x17” signs for each public entrance to your pharmacy
- ✓ Print at least one 8.5”x11” OR one 11”x17” sign for the dispensary
- i** Depending on your in-house printing capabilities, you may wish to use an outside printing service



## Post

- ✓ At each public entrance, post the 11”x17” ‘Narcotics Secured in a Time-Delayed Safe’ sign
- ✓ In or adjacent to the dispensary area, post the 11”x17” OR the 8.5”x11” ‘Narcotics Secured in a Time-Delayed Safe’ sign.
- ✓ Affix the signs so they remain secure and meet the requirements of the **Time-Delayed Safes Policy**. In determining the appropriate materials to use to affix/display the sign, Designated Managers can use their discretion.
- i** Signs are required to be clearly displayed and easily visible to the public. These expectations are outlined in the **Designated Manager – Required Signage in a Community Pharmacy Policy**.