

UofT Cannabis Tracking

SharePoint Classic Online Program

Cannabis Use In Labs

Cannabis Use in Labs

- UofT currently uses SharePoint Classic Online program to share information
- Managed by Environmental Health and Safety to track:
 - New products
 - Product inventory
 - Internal transfers
 - Product use and disposal
- Permissions granted to users by Research Compliance Manager

Product and Inventory Tracking

- Health Canada requires strict inventory control over cannabis products
- Users can add specific product(s) by sending a request to ehs.cannabis.research@utoronto.ca
 - EHS will add product into the Sharepoint database by creating a new product
- Users can view their own permit details and inventory under Permits
- Users can update their inventory through the transaction functionality under their Permit
 - add, grow, destroy (use), or transfer items to update their inventory

Landing Page- Permits

- Permit details will be added to the system by EHS and associated with your assigned permit number
- Users will only be able to see their own permit details
- Clicking on the “Pen” icon will bring you to your permit details page
- The Product tab will allow you to see what types of cannabis products have already been defined in the system

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CANNABIS USE IN LABS

PRODUCTS PERMITS

PERMITS LISTINGS

+ Add Permit

Action	Permit Number	PI First Name	PI Last Name	Department	Building	Rooms	Assign To	Campus License
	112	New	Product	test	test	test	<input type="checkbox"/> Shehryar Rajani	UTSC
	323	Test2	Test	Depart	Building	2	<input type="checkbox"/> Shehryar Rajani	UTSC
	234	Test 1	test	depart	building	2	<input type="checkbox"/> Shehryar Rajani	UTSC

Permit Details

- “Products in Permit” will display the products you have added to your permit
 - This will not allow you to add or remove items, but is a summary of your inventory
- “Transactions List” will allow you to add, transfer, destroy (use) or grow items
- New products will need to be defined via a request to ehs.cannabis.research@utoronto.ca

The screenshot displays the 'CANNABIS USE IN LABS' interface. At the top left, there is a 'Back To Home' link and the University of Toronto logo. The main title 'CANNABIS USE IN LABS' is centered at the top. Below this, the 'PERMIT DETAILS' section shows a grid of information: Permit Number (Test 3), PI First Name (Scott), PI Last Name (Wilson), Assign To (Scott Wilson), Department (ROCO), Building (215 Huron), and Rooms (1234). The 'PRODUCTS IN PERMIT' section features a table with one entry: OG Haze, 0 quantity, g unit, Flower category, and Approved status. The 'TRANSACTIONS LIST UNDER PERMIT' section shows a table with one transaction: 2023-05-23, add type, OG Haze product, 5 quantity, g unit, no transfer to permit, and Approved status. Both product and transaction sections include 'Add New Product to Permit' and 'Add Transactions' buttons, respectively, and pagination controls.

Back To Home

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CANNABIS USE IN LABS

PERMIT DETAILS

Permit Number Test 3	PI First Name Scott	PI Last Name Wilson
Assign To Scott Wilson	Department ROCO	Building 215 Huron
Rooms 1234		

PRODUCTS IN PERMIT

Show 5 entries

Product Name	Quantity	Unit	Product Category	Status
OG Haze	0	g	Flower	Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

+ Add New Product to Permit

TRANSACTIONS LIST UNDER PERMIT

Show 5 entries

Date	Transaction Type	Product Name	Qty	Unit	Transfer to Permit	Status
2023-05-23	add	OG Haze	5	g		Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

+ Add Transactions

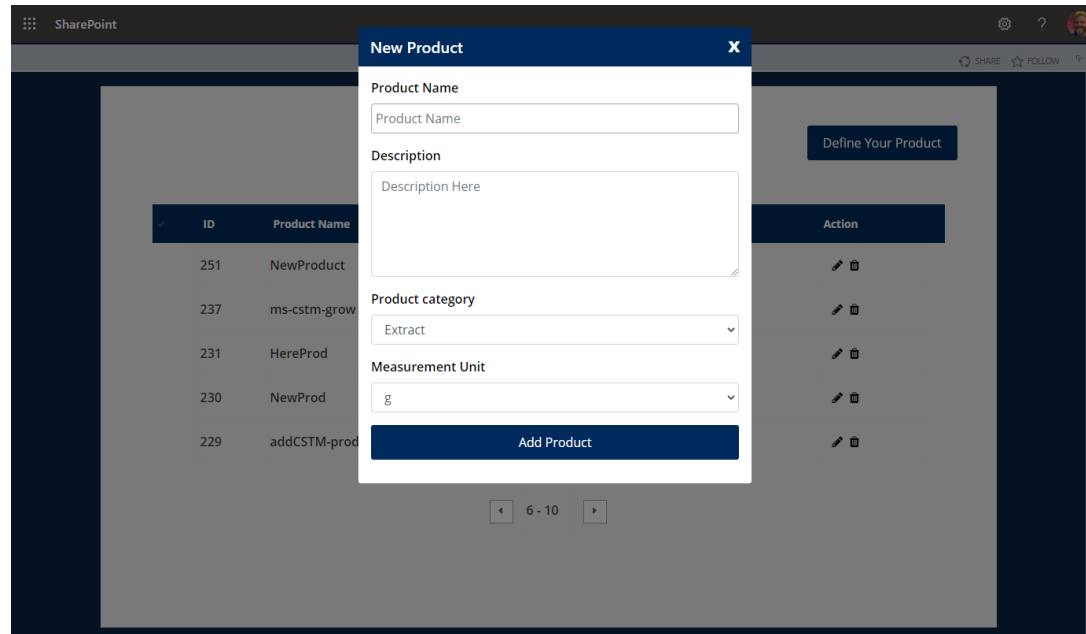
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New Transaction

2021-06-28	Transfer	helloworld	4	g		Rejected
2021-06-28	Transfer	AB product	2	ml	234	Approved
2021-06-28	Transfer	AB product	2	ml	234	Approved
2021-06-28	Transfer	AB product	2	ml	234	Approved
2021-06-28	Transfer	AB product	2	ml	234	Approved

- Type of Transaction
 - Add
 - Destroy (use)
 - Grow
 - Transfer
- Product Name
 - As defined in Product List
- Quantity

New Product Addition



The screenshot shows a SharePoint interface with a 'New Product' modal form. The background is a table with columns 'ID' and 'Product Name'. The modal form has the following fields:

- Product Name:
- Description:
- Product category:
- Measurement Unit:
- Buttons: 'Define Your Product' and 'Add Product'

ID	Product Name
251	NewProduct
237	ms-cstm-grow
231	HereProd
230	NewProd
229	addCSTM-prod

- Information for new Product reques
 - Product Name
 - Product Description
 - Product Category
 - Extract
 - Oil
 - Flower
 - Measurement Unit
 - grams
 - millilitre
 - plants

Product and Permit Tracking

- Users can Add, Grow and Use (destroy) material to their permit
- Transfers are allowed between Permitted users only.
- Transfers between Permits must be administered via EHS
- Quantity of material used, transferred or destroyed tracked in comparison to current inventory
- Please contact ehs.cannabis.research@utoronto.ca for any questions