|  |  |
| --- | --- |
| Therapeutic Goods Administration |  |
|  | TGA use only |  |
|  |  |  |

# Public submission coversheet

This form accompanies any public submission on *proposed amendments to the Poisons Standard*

|  |  |
| --- | --- |
| Name |       |
| Company/Organisation (if applicable) |       |
| Address |       |
| Contact phone |       | Contact email |       |

## Publishing your submission

Under the *Therapeutic Goods Regulations 1990*, the TGA is required to publish public submissions in response to certain scheduling proposals but must not publish any confidential information.

To assist the TGA, please choose an option below:

[ ]  **Publish my entire submission in full**, including my name, work title and any other information about me on the TGA website (if you are submitting on behalf of a company/organisation, please include appropriate evidence - see below)

[ ]  Only **publish my submission** on the TGA website, **do not publish** my name or any other information about me.

[ ]  **Only publish** my name and work title on the TGA website, **do not publish** my submission.

[ ]  **Do not publish** my name **or** my submission on the TGA website.

[ ]  **Only publish** my submission on the TGA website with confidential information redacted. I have:

* + Provided two copies - a complete submission, and a redacted submission for publication. The redacted copy can be submitted with the confidential parts of your submission that you **DO NOT** want published marked as ‘IN CONFIDENCE’
	+ **OR** you may wish to apply track changes or blacked out text
	+ **AND/OR provide details** of content not to be published in the box below.(e.g. ‘Do not publish pages 3-5’). You can attach further details if required.

|  |
| --- |
|       |

The TGA will not publish information it considers confidential, including yours/other individuals’ personal information (unless you/they have consented to publication) or commercially sensitive information. Also, the TGA will not publish information that could be considered advertising or marketing (e.g. logos or slogans associated with products), information about any alleged unlawful activity or that may be defamatory or offensive.

### Privacy statement

For general privacy information, go to <https://www.tga.gov.au/privacy>. The TGA is part of the Department of Health and the link includes a link to the Department’s privacy policy and contact information if you have a query or concerns about a privacy matter.

The TGA may receive submissions from the public on a proposed amendment to the Poisons Standard where there has been an invitation to the public for submissions on the proposal in accordance with the *Therapeutic Goods Regulations 1990*. These submissions may contain personal information of the individual making the submissions and others.

The TGA collects this information as part of its regulatory functions and may use the information to contact the individual who made the submissions if the TGA has any queries.

As set out above, the TGA is required to publish these submissions unless they contain confidential information.

If you request for your submission to be published in full, including your name and any other information about you, then the TGA will publish your personal information on its website. However, if at any point in time, you change your mind and wish for your personal information to be redacted then please contact the Scheduling Secretariat at medicines.scheduling@health.gov.au so that the pubic submissions can be updated accordingly. Please note that the TGA cannot guarantee that updating the submissions on the TGA website will result in the removal of your personal information from the internet.

Please note that the TGA will not publish personal information about you/others without your/their consent unless authorised or required by law.

### Supporting evidence

**Company/organisation**

[ ]  **If applicable, I have attached supporting information to demonstrate this submission is made on behalf of my company/organisation (**e.g. submissions provided under a company letterhead signed by a senior manager **and** sent via company email)

### Consent

Please select the appropriate option:

[ ]  I **consent** to the publication on the TGA website of my personal information, including any sensitive personal information (e.g. health related information including medical history and/or treatments) contained in my submission; **OR**

[ ]  I **do not consent** to the publication on the TGA website of my personal information.

### Declaration

[ ]  I declare that the information I have provided in this submission is true and correct.\*

\*Giving false or misleading information is a serious offence.

## Additional general information

Please provide the following general information to assist with analysis of stakeholder comments:

|  |
| --- |
| I am, or I represent: |
| *Sector* |
| [ ]  Blood, tissues, biological  | [ ]  Complementary medicines | [ ]  In Vitro Devices  |
| [ ]  Over the counter medicines | [ ]  Medical devices | [ ]  Prescription medicines |
| [ ]  Agriculture | [ ]  Veterinary medicines | [ ]  Industrial chemicals |
| [ ]  Cosmetic chemicals | [ ]  Domestic chemicals |  |
| [ ]  Other (please specify):       |
| *Category* |
| [ ]  Consumer | [ ]  Consumer organisation | [ ]  Government |
| [ ]  Importer | [ ]  Industry organisation | [ ]  Institution (e.g. hospital, university) |
| [ ]  Laboratory professional | [ ]  Manufacturer | [ ]  Professional body |
| [ ]  Regulatory affairs consultant | [ ]  Researcher | [ ]  Small business |
| [ ]  Sole trader | [ ]  Health professional (please specify):       |
| [ ]  Other (please specify):       |

We may contact you to ask you for more information or to seek feedback about how the consultation was undertaken. Please tick this box to consent. [ ]