

**Central Registry of
Drug Abuse (CRDA)
_ Guidelines**

for the completion of CRDA
record sheet



NARCOTICS DIVISION
SECURITY BUREAU

About the CRDA

The CRDA provides relevant drug abuse statistics for monitoring changes in drug abuse trends and characteristics of drug abusers to facilitate the planning of anti-drug strategies and drug abuse programmes in Hong Kong. It collates information regularly on drug abuse cases reported by law enforcement departments, treatment and welfare agencies, hospitals and clinics, and tertiary institutions. All information collated is used only for statistical analyses and research purposes.



Methadone clinic



Medical staff interview a patient in a drug treatment centre.



A drug treatment centre of a voluntary agency



Hei Ling Chau Addiction Treatment Centre run by the Correctional Services Department



Hospital



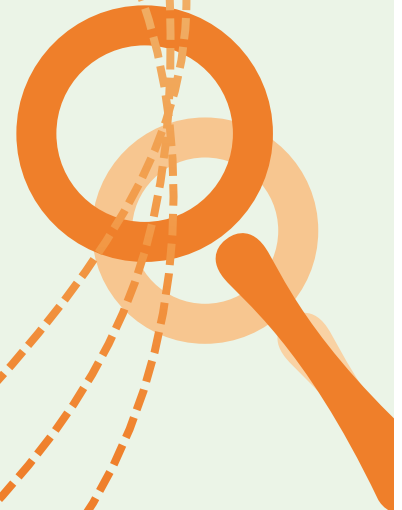
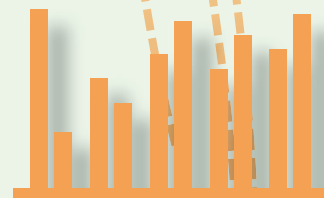
A customs officer and his drug detector dog at work

Information on individual abusing drugs is provided to the CRDA on a voluntary basis and with the full co-operation of the reporting agencies.



The CRDA compiles and releases latest drug abuse statistics on a quarterly basis. All the reports published by the CRDA are statistical in nature and contain no information that could lead to any individual drug abuser being identified.

All information supplied in the CRDA record sheets is handled in strict confidence and is accessible only to the people who are directly involved in the operation of CRDA, workers of reporting agencies and who are required to observe the rule of confidentiality. The confidentiality of all records held by CRDA and its reporting agencies is safeguarded by the Dangerous Drugs Ordinance (Chapter 134) and the Personal Data (Privacy) Ordinance (Chapter 486).



Points to Note When Reporting

1. Definition of drug abuse adopted by CRDA

For the purpose of CRDA reporting, a drug abuser is defined to be a person who has taken any kind of substances which harms or threatens to harm the physical or mental health or social well-being of an individual, in doses above or for periods beyond those normally regarded as therapeutic in the last four weeks, irrespective of the number of takings. Alcohol and tobacco are, however, not regarded as drug abuse.

Most of the substances can be broadly classified into narcotic analgesics (e.g. heroin, opium, morphine, physeptone/methadone) and psychotropic substances. Psychotropic substances include hallucinogens (e.g. LSD, magic mushroom, PCP), cannabinoids, stimulants (e.g. amphetamine, cocaine), sedatives-hypnotics (e.g. barbiturates, benzodiazepines), volatile solvents (e.g. glue, thinner) and other substances (e.g. ketamine, cough medicine). Some common substances liable to abuse are listed at Annex 1.

2. Notes on completing a record sheet

When reporting agencies come into contact with a person who is suspected (say, who shows withdrawal symptoms of drug addiction) or claims to have abused drugs (including persons on first admission and readmission to treatment programmes) during the last four weeks, please complete a Chinese version (or an English version if the drug abuser has English name only) of record sheet in respect of every individual drug abuser, making reference to the notes given in the following diagram.

Only one record sheet needs to be completed for each drug abuser each quarter, regardless of the number of contacts with the same abusers during the same period.

3. Delivery of completed record sheets

Wherever possible, agencies should arrange a personnel to deliver the completed record sheets for each month within the first two weeks of the following month to the CRDA office by hand (Address : Statistics Unit, Security Bureau, Government Secretariat, 30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong). If by hand delivery cannot be arranged, agencies should send the record sheets under "confidential" cover by post in sealed envelopes. Upon receipt of the record sheets, the CRDA office will acknowledge the receipt by sending either an e-mail or a fax to the respective agency within two working days so as to confirm if the number of record sheets received tallies with that sent out.

4. The new CRDA e-submission system

The new CRDA e-submission system has been in use since late April 2005. After registration with the CRDA to become a user, reporting agencies can access the system via the Internet to perform electronic data submission by using an e-form. The system also allows registered users to enquire both the index of e-records submitted by respective agencies and concerned aggregated statistics for management purpose. More detailed information on the e-submission system can be viewed at the URL <http://www.nd.gov.hk/crda.htm>.



Notes on Completing CRDA — Record Sheet

1 The name of the office / branch of the reporting agency completing the record sheet must be filled.

2 Police/Customs: date of arrest
Correctional Services Department: date of admission to prison or DATC
Treatment agencies: date of admission or consultation
Welfare agencies /Hospitals / Academic institutes: date of noticing that the client is a suspected drug abuser or who claims to be a drug abuser.

3 (i) Refers to the Chinese name of the drug abuser as shown on his/her identity card.
(ii) If the abuser has English name only, then fill in the English name as shown on his/her passport or other identity document.

4 Refers to Certificate of Identity, travel document or other identity document number.

5 Examples include Pakistani, Nepalese, African and Australian.

6 (i) Refers to the date of birth calculated by Western reckoning.
(ii) If the exact date of birth of the drug abuser is not known, please fill in his/her approximate age here or in the space provided for additional information at the bottom of record sheet.

7 Refers to if the abuser has been convicted of a criminal offence in Hong Kong or elsewhere.

8 (i) For each type of substances abused, fill in the respective usual method of taking, usual expenditure for each taking, frequency of taking and age of first abuse.
(ii) If an abuser has taken methadone/physeptone obtained from Methadone Clinics, record heroin here.
(iii) If it is impossible to know the type of substances abused by the abuser, write down "unknown" and leave all other respective columns in Q.16 blank.

**CENTRAL REGISTRY OF DRUG ABUSERS
RECORD SHEET**

Please circle appropriate answer for each

1. Reporting Agency Office/Branch ABC organisation Tai Po		Leave shaded boxes in blank		2. Date of Ca
3. Name (in Chinese characters; if non-Chinese, in English) 李 小明 Last name given name		4. HKID Card Other docs		
5. Sex: <input checked="" type="radio"/> Male 2 Female	6. Ethnicity: <input checked="" type="radio"/> Chinese 12 Other (please specify)			7. Date of Bir
8. Marital Status <input checked="" type="radio"/> Never married 2 Married/Cohabiting 3 Widowed 4 Divorced/Separated 9 Unknown		12. District of		
9. Did your partner take drugs in the last four weeks? 1 Yes 2 No 3 Not applicable 9 Unknown		13. Years of R		
10. Educational Attainment (the highest level attained, regardless if the course was completed or not) 1 No schooling/Kindergarten 2 Primary 3 Lower secondary (S1-S3) <input checked="" type="radio"/> 4 Upper secondary (S4-S7) 5 Tertiary 9 Unknown		14. Type of Q 1 Public 2 Subsid 3 Private		
11. Activity Status 1 Full-time worker 2 Casual/Part-time worker 3 Worker in illicit trade 4 Unemployed 5 Home-maker 6 Student 7 Retired 8 Other (please specify) 9 Unknown		15. Whether p 1 Yes, a 2 Yes, b 3 Yes, c 4 Yes, d		
16. Type of substances abused in the last four weeks				
8	9	Usual method of taking	Usual expen for each skin	
1 Heroin		injection	\$20	
2 ketamine		sniffing	\$15	
3				
4				
17. Place of abusing drugs in the last four weeks (one or more answers) <input checked="" type="radio"/> 11 Hong Kong SAR 21 Asian countries (please specify) 12 Macau SAR 31 Other countries (please specify) <input checked="" type="radio"/> 13 Mainland of China - Shenzhen 99 Unknown 14 Mainland of China - Guangdong Province (other than Shenzhen) 15 Mainland of China - other province		18. Locality of <input checked="" type="radio"/> 11 Home 12 Friend 13 School 14 Party club 15 Non-p club		
19. Reason(s) for current drug use (one or more answers) 1 Curiosity 4 For self-medication <input checked="" type="radio"/> 2 Peer influence/To identify with peers 5 Avoid discomfort of its absence 3 Relief of boredom/depression/stress <input checked="" type="radio"/> 6 To seek euphoria or sensory sati				
Additional information:				
Case reference number: 5001		Reported by: Ms Ng C		
GS/SDS (1/05)				

DRUG ABUSE

CONFIDENTIAL
when entered with data

Multiple choice questions

Start:
day month year

No. (For non-Hong Kong resident, please quote other document number)

Next number

day month year

Residence

1	Waiwan	21	Yau Tsin Ming	<input checked="" type="radio"/> 25	Kwan Tong	34	Yuen Long	38	Sai Kung
2		22	Shan Shui Po	<input type="radio"/> 26	Kwai Tsing	35	North	39	Islands
3		23	Kowloon City	<input type="radio"/> 27	Tuen Wan	36	Tai Po	40	Unknown
4		24	Wong Tai Sin	<input type="radio"/> 28	Tuen Mun	37	Sha Tin		

Residence in Hong Kong (in complete years)

Where
 rural flat 4 Temporary housing
 good site flat 5 Other (please specify) _____
 residential flats 9 Unknown

Previously convicted?
 drug-related offences 5 No
 other offences 9 Unknown
 other drug-related and other offences
 offences unknown

Frequency of taking 10 Age of first abuse

Drug (I/II/III)	Frequency of taking (* Please circle an appropriate)	Age of first abuse
<input type="checkbox"/> I	<input type="text" value="2"/> times per day/week/month*	<input type="text" value="18"/>
<input type="checkbox"/> II	<input checked="" type="text" value="3"/> times per day/week/month*	<input type="text" value="20"/>
<input type="checkbox"/> III	<input type="text" value=""/> times per day/week/month*	<input type="text" value=""/>
<input type="checkbox"/> IV	<input type="text" value=""/> times per day/week/month*	<input type="text" value=""/>

Abusing drugs in the last four weeks (one or more answers)

<input type="checkbox"/> 16	Apartment/Bungalow/Rural area
<input checked="" type="checkbox"/> 17	Disco/Karaoke
<input type="checkbox"/> 18	Night club/Internet Café
<input type="checkbox"/> 19	Electronic game centre
<input type="checkbox"/> 20	Cinema/Theatre
<input type="checkbox"/> 21	Recreation area/Public garden/Public toilet
<input type="checkbox"/> 22	Others (please specify) _____

Reason
 7 Under influence of the partner 9 Unknown
 8 Other reason (please specify) _____

Next telephone

Register No.

9 In general, there are five different methods of taking, including :
 (1) Injection
 (2) Smoking
 (3) Fume inhaling
 (4) Oral ingestion
 (5) Sniffing
 If the method taken is different from the above, please specify it in details.

10 Refers to the age at which the drug abuser used the drug for the first time, but not the number of years that the drug abuser has used the drug.

11 Do not just put down 'divan' since its meaning is not clear. Choose the appropriate answer according to the given classification.

Data Confidentiality

Statutory protection to the confidentiality of all records maintained by the CRDA and reporting agencies is provided by the Dangerous Drugs Ordinance (DDO). The DDO stipulates that any person who discloses any record of confidential information which is kept by the Registry or a reporting agency, or supplies to any person information obtained from any such record, or permits access to any such record, commits an offence.

Contact the CRDA Office

If there is any further enquiries about this guideline or interest in applying for using the CRDA e-submission system, please contact staff of the CRDA office by phone (phone no. 2867 1079) or by fax (fax no. 2537 2575) or by e-mail (e-mail address : sb_stat@sb.gov.hk).

Revised by Statistics Unit,
 Narcotics Division,
 Security Bureau in March 2005



藥物濫用資料
中央檔案室
填寫指引
記錄表



保安局禁毒處

一 有關檔案室

藥物濫用資料中央檔案室提供有關濫用藥物統計數字以監察本港藥物濫用趨勢，以便政府制定適合香港的禁毒策略和計劃。檔案室負責整理由執法機構、戒毒治療和福利機構、醫院及診所和大學院校呈報的濫用藥物者資料。所有經檔案室整理的資料，只會作統計分析和研究用途；



美沙酮診所



在一間藥物治療所醫護人員接見病人情況



海關人員與緝毒犬工作情況



志願機構的一所戒毒中心



懲教署轄下的喜靈洲戒毒所



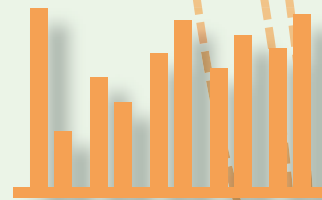
醫院

檔案室的資料由當事人自願提供，經由呈報機構合作收集；



檔案室每季編製及公布最新濫用藥物統計數字。檔案室發表的報告，內容純屬統計數字，並無資料可識別濫用藥物者的身分；

所有提供予檔案室的資料絕對保密，只有直接負責檔案室工作的人員、呈報機構的員工及須遵守保密規則的人士才可取閱。《危險藥物條例》第134章及《個人資料（私隱）條例》第486章規定，檔案室和呈報機構所備存的記錄必須保密。



呈報須知

1. 檔案室採用濫用藥物的定義

作為呈報的準則，濫用藥物人士是指不論服用次數，在過去四星期內曾經服用危害或可能危害個人身體、精神健康、或其家庭和社會關係的物質的人士，而劑量或服用期超過正常的治療劑量或服用期。酒精及煙草不被列作濫用藥物。

大部分物質可歸納為麻醉鎮痛劑(如海洛英、鴉片、嗎啡、菲仕通/美沙酮)及精神藥物。精神藥物包括迷幻劑(如麥角酸二乙胺(LSD)、魔茹、苯環利定/苯環已哌啶)、大麻類藥物、興奮劑(如安非他明/苯丙胺、可卡因)、鎮靜催眠藥(如巴比妥酸鹽、苯二氮草類)、揮發性溶劑(如膠水、天拿水)和其他物質(如氯胺酮、咳藥)等。附件1 列載及簡介一些較常被濫用的物質。

2. 填寫記錄表應注意事項

當呈報機構在過去四星期內接觸到懷疑(如發現有毒癮發作徵狀)或自稱是濫用藥物的人士(包括初次或再次接受戒毒治療人士)，請就每一位濫藥人士按下圖的說明填寫一份中文版記錄表(若濫藥者只有英文姓名，則可用英文本填寫)。

無論呈報機構每一季與某一濫用藥物者接觸多少次，只需為每一名濫用藥物者填寫一份記錄表。

3. 送遞填妥的記錄表

各呈報機構單位每月填妥記錄表後，請於次月首14天內安排專人送交已填妥的記錄表到檔案室辦事處(地址:香港金鐘道66號金鐘道政府合署高座30樓政府總部保安局統計組)。如未能安排專人送遞，則應把記錄表密封郵寄到檔案室辦事處，並在信封上註明“機密”。檔案室收到郵寄的記錄表後，會在兩個工作天以內以電子郵件或傳真通知有關呈報機構，確認收到記錄表的數目與有關機構寄出的數目是否相符。

4. 新設的藥物濫用資料中央檔案室電子資料呈報系統

檔案室新設的電子資料呈報系統已於二零零五年四月下旬起運作，呈報機構

只需先向檔案室登記成為系統用戶，便可於互聯網上進入系統，填報電子版記錄表進行電子資料呈報。系統並提供登記用戶查詢有關該機構電子呈報的記錄索引及管理統計數據等服務。更詳盡電子資料呈報系統的資料可於以下網址：http://www.nd.gov.hk/c_crda.htm 閱覽。



填寫記錄表 應注意事項

1 必須填寫呈報機構屬下提供有關資料的辦事處/分處名稱。

2 警方/海關:指拘捕的日期。
懲教署:指入獄或入住戒毒所的日期。
戒毒治療機構:指首次或再次接受治療的日期。
福利機構/醫院/學術機構:指發現服務對象懷疑或自稱是濫用藥物者的日期。

3 (i) 指濫藥者身分證上的中文姓名。
(ii) 如濫藥者只有英文姓名,請填上其護照或其他身分證明文件上的英文姓名。

4 指身份證明書、旅遊證件或其他身份證明文件號碼。

5 例如巴基斯坦人、尼泊爾人、非洲人及澳洲人。

6 (i) 以西曆計的出生日期。
(ii) 若出生日期不詳,請在此或記錄表底部其他附加資料列註明估計年齡。

7 指有否在香港或其他國家犯刑事罪行而被定罪。

8 (i) 就每種濫用物質,請逐一填寫其通常服用的方法、通常每次的開支、濫用的次數及首次濫用藥物年齡。
(ii) 若濫藥者曾服用美沙酮/菲仕通,以減輕海洛英毒癮發作的徵狀,請於此填寫海洛英。
(iii) 若無法得知濫藥者濫用哪些物質,請註明“不詳”,而Q16內相關的其他欄均不用填寫。

**藥物濫用資料中央
記錄表**

(回答選擇題時,請圈出答案)

1. 呈報機構 辦事處/分處 灰色空格內無須填寫		2. 拾兒日	
ABC 機構大埔			
3. 姓名(中文姓名;如非華人,請用英文填寫)			
李 小明		4. 香港身分證號碼	
姓氏 名字		其他	
5. 性別: ① 男 2 女			
7. 出生日			
6. 種族: ① 華人 12 其他(請註明)			
12. 居住地址			
11 中 12 灣 13 東 14 南			
8. 婚姻狀況 ① 未婚 2 已婚/再婚 3 離/寡 4 離婚/分居 9 不詳			
9. 過去四星期內伴侶有否濫用藥物? 1 有 2 沒有 3 不適用 9 不詳			
13. 在青洲			
10. 教育水平(指最高學歷,不論已完成該課程與否) 1 無受過教育/幼稚園程度 ④ 高中程度(中四至中七) 2 小學程度 5 專上教育程度 3 初中程度(中一至中三) 9 不詳			
14. 識字程度 1 公 2 識 ③ 識			
11. 職業狀況 1 全職 6 學生 ② 散工/兼職 7 退休人士 3 從事非法行業 8 其他(請註明) 4 失業 9 不詳			
15. 有無犯罪紀錄 1 有 2 有 3 有 4 有			
16. 過去四星期內濫用的物質種類			
8	物質種類	9 通常服用的方法	通常每次開支/歲
1	海洛英	注射	200
2	K仔	鼻吸	150
3			
4			
17. 過去四星期內濫用藥物的地方(可選擇一個或以上答案)			
① 香港特別行政區 21 亞洲國家(請註明)		18. 過去四	
12 澳門特別行政區		① 家	
③ 中國 - 深圳		12 監	
14 中國 - 廣東省(深圳除外)		13 學	
15 中國 - 其他省份		④ 會	
99 不詳		15 會	
19. 解釋現時濫用藥物的原因(可選擇一個或以上答案)			
1 出於好奇 4 自行治療疾病			
② 受到同輩朋友影響/想和同輩打成一片 5 濫藥因沒有服食藥物而感到不			
3 解悶/情緒低落/壓力 ⑥ 尋求快感或精神上的滿足			
其他附加資料:			
個案參考編號: S001 填報人: 葉小姐			

檔案室 填入資料後即成
機密文件

的答案

期 年

份證號碼 (如非本地居民, 請填寫其他證件號碼)

件號碼

期 年

區

區	21 油尖旺	<input checked="" type="radio"/> 25 觀塘	34 元朗	38 西貢
子	22 深水埗	31 葵青	35 北區	39 離島
區	23 九龍城	32 荃灣	36 大埔	99 不詳
區	24 黃大仙	33 屯門	37 沙田	

居住年期 (以整年計)

位類型

曾居住單位 4 臨時房屋

佔住舊單位 5 其他 (請註明) _____

人住宅單位 9 不詳

詳紀錄?

· 與毒品有關 3 沒有

· 其他罪行 9 不詳

· 與毒品有關和其他罪行

· 但罪行不詳

的

的 (請選出適當的答案)

<input checked="" type="checkbox"/>	每日/星期/月*	<input type="text" value="2"/> 次	<input type="text" value="18"/>
<input checked="" type="checkbox"/>	每日/星期/月	<input type="text" value="3"/> 次	<input type="text" value="20"/>
<input type="checkbox"/>	每日/星期/月*	<input type="text"/> 次	<input type="text"/>
<input type="checkbox"/>	每日/星期/月*	<input type="text"/> 次	<input type="text"/>

星期內服用藥物的地點 (可選擇一個或以上答案)

16 出租屋/渡假屋/出租地方

17 的士高/卡拉OK

18 夜總會/酒吧

19 電子遊戲機中心

20 電影院/劇院

21 休憩地方/公園/公園

22 其他 (請註明) _____

11

7 受到伴侶影響

8 其他 (請註明)

9 不詳

本欄係供填寫

聯絡電話:

登記號碼

9 一般來說, 服用藥物有五種不同的方法, 包括:

- (1) 注射方式
- (2) 放入香煙中吸食
- (3) 吸入煙霧方式
- (4) 口服
- (5) 用鼻子吸服

如使用的方法與上文所述的不同, 請加以註明。

10 指濫藥者第一次濫用藥物的年齡, 注意並非其濫用藥物的年數。

11 注意不要填寫“煙格/棚仔”, 因其意思太含糊, 需按已設定的答案分類選擇合適的答案。

呈報資料的保密規定

《危險藥物條例》已就檔案室和呈報機構所備存的記錄的保密授予法定保障。《危險藥物條例》規定, 任何人如披露由檔案室或呈報機構備存的任何機密資料記錄, 或向任何人提供從任何該等記錄得到的資料, 或准許任何人取用任何該等記錄, 即屬違法。

與檔案室聯絡

如對本指引或填報記錄表尚有查詢, 或欲申請使用檔案室的電子資料呈報系統, 呈報機構單位工作人員可致電 (電話號碼: 2867 1079)、傳真 (傳真號碼: 2537 2575) 或發電郵 (電子郵址: sb_stat@sb.gov.hk) 聯絡檔案室職員。

保安局禁毒處統計組
二零零五年三月修訂

