

Practising Guidelines for Retailers of Chinese Herbal Medicines



香港中醫藥管理委員會
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Chinese Medicines

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1. Introduction

These practising guidelines have been prepared by the Chinese Medicines Board (the Medicines Board) under the Chinese Medicine Council of Hong Kong (the Council) to promote the regularization of the Chinese medicines trade. All people engaged in the trade of retailing of Chinese herbal medicines are encouraged to acquire the relevant knowledge and to adhere to professional ethics to ensure the highest standards of practice. The Council wishes to ensure the quality and safety of Chinese medicines, to protect the health of the public, and to boost the confidence of the public in using Chinese medicines.

These practising guidelines provide reference for people concerned, to enable them to meet the stated requirements. These guidelines do not include all the matters related to the practising requirements. Rather, they will provide guidance on certain essential subjects. The legislation, including the Chinese Medicine Ordinance, Chinese Medicines Regulation, Chinese Medicine (Fees) Regulation and Chinese Medicines Traders (Regulatory) Regulation, should be taken as the standard for the regulation of Chinese medicines traders.

2. Interpretation

“Batch number” means a series of numbers, letters or other symbols, or a series consisting of a combination of numbers, letters and other symbols, used for the purpose of identifying when and by whom the processed herbal medicine is supplied to the retailer.

“Contra-indications in pregnancy” means medicines that pregnant women should use with caution. Certain medicines may promote movement of the fetus or even cause miscarriage. Such medicines are usually divided into two types: “strictly prohibited” and “to be administered with caution”.

“Decolourization” means the change or fading in colour of certain processed herbal medicines due to exposure to light, or prolonged or improper storage. This may also refer to the production of coloured substances when certain processed herbal medicines undergo oxidation and polymerization, under the effect of enzymes and oxygen in the air.

“Description” means the characteristics of processed herbal medicines, which can be examined directly using the sense organs, such as form, size, colour, surface characters, texture, cut surface characters, odour and taste.

“Dispense” means the preparation and supply of processed herbal medicines on or in accordance with a prescription given by a Chinese medicine practitioner.

“Dispenser” means a person responsible for the preparation and supply of processed listed Chinese herbal medicines on or in accordance with a prescription given by a Chinese medicine practitioner.

“Herbal medicine” means any of the listed Chinese herbal medicine and any other materials of herbal, animal or mineral origin customarily used by the Chinese under the guidance of Chinese medicine theories.

“Incompatibility of medicine” means reduction or loss of efficacy, or production of toxic effects, when two or more medicines are used in combination.

“Label” includes any statement forming part of or affixed to the container or package of processed herbal medicines.

“Listed Chinese herbal medicine” means any of the substances specified in Schedule 1 or 2 of the Chinese Medicine Ordinance.

“Loss of Smell” refers to the fact that the volatile oil of certain processed herbal medicines may easily evaporate under high temperature, causing their aroma to fade.

“Oil secretion” means certain processed herbal medicines oozing out oil under high temperature, creating an oily shine to the surface. In addition, for some processed herbal medicines, certain constituents may, in the course of storage, change in composition due to humidity, high temperature, or extended exposure to air, such that their surface may emit an oily shine.

“Processed herbal medicine” means the processed form of a herbal medicine, which has passed through treatment like cleaning, cutting, roasting or broiling, so as to comply with the prescribed specifications and thus meet the requirements of clinical therapy, dispensing and making preparations.

“Processing” means any type of treatment by means of cleaning, cutting, roasting or broiling applied to a herbal medicine under the guidance of Chinese medicine theories. Such treatments are carried out before the herbal medicine is being sold or supplied.

“Responsible person”, in relation to the dispensing of processed listed Chinese herbal medicines, means a person responsible for the supervision of dispensing or his deputies –

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- (a) as nominated in an application for a retailer licence under section 114(2)(b) of the Chinese Medicine Ordinance; or
- (b) as notified to the Medicines Board under section 145(2) of the Chinese Medicine Ordinance.

“Retailing of Chinese herbal medicines” means the selling of any listed Chinese herbal medicines to a person who obtains the same other than for the purpose of wholesale, and “retailer of Chinese herbal medicines” shall be construed accordingly.

“Schedule 1 medicine” means a listed Chinese herbal medicine specified in Schedule 1 of the Chinese Medicine Ordinance.

“Schedule 2 medicine” means a listed Chinese herbal medicine specified in Schedule 2 of the Chinese Medicine Ordinance.

“Wholesale dealing of Chinese herbal medicines” means obtaining, or importing, any listed Chinese herbal medicine for the purpose of selling to:


- (a) a manufacturer; or
- (b) a person who obtains such listed Chinese herbal medicine for the purpose of selling again, supplying or causing to supply such medicine to a third party in the course of business or activity carried out by that person and “wholesaler of Chinese herbal medicines” shall be construed accordingly.

3. Personnel

The retailing of herbal medicines includes dispensing and selling of processed herbal medicines. It is specialized work, directly affecting the safety and efficacy of processed herbal medicines. Hence, persons engaged in this trade should possess the basic knowledge relevant to their duties, and work conscientiously under proper medicine shop management to safeguard public health. Retailers of Chinese herbal medicines may determine the number of employees and division of labour, according to the scope and nature of their business.

3.1 Responsibilities of Retailers of Chinese Herbal Medicines

- (1) Should not engage in the dealing of processed herbal medicines of dubious quality or suspected to be counterfeit products;

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- (2) Provide correct information on processed herbal medicines. Not to engage in false advertising which may mislead customers;
 - (3) Supply processed herbal medicines at listed price;
 - (4) Implement and comply with the prescribed codes of practice and relevant laws, such as:
 - i. under the Chinese Medicine Ordinance (Cap. 549), the provisions related to the retailers of Chinese herbal medicines, and the dispensing of Schedule 1 medicines and Schedule 2 medicines;
 - ii. under the Public Health and Municipal Services Ordinance (Cap. 132), the restrictions related to the suitability of medicines for human consumption, and the affixing of false label;
 - iii. under the Animals and Plants (Protection of Endangered Species) Ordinance (Cap. 187), the restrictions related to the control of endangered species;
 - iv. under the Undesirable Medical Advertisements Ordinance (Cap. 231), the restrictions related to the control of advertising of medicines (including processed herbal medicines);
 - v. under the Waste Disposal Ordinance (Cap. 354), the provisions related to the disposal of waste; and
 - vi. under the Trade Descriptions Ordinance (Cap. 362), the restrictions related to the control of counterfeit medicines.

(Please refer to the various ordinances for details. The full text of the ordinances can be purchased by calling the Publications Sales Section of Information Services Department at 2537 1910 or downloaded from the Internet: www.justice.gov.hk).

- (5) Ensure that the premises are in all respects suitable for the retail business in Chinese herbal medicines, such as the provision of adequate space and suitable measuring equipment. At the same time, they should ensure that there is no source of pollution, that may contaminate processed herbal medicines, in the vicinity of the premises;

- (6) Display the retailer licence in Chinese herbal medicines at a prominent place in the business premises; and
- (7) Properly manage the Chinese medicines retail shop.

3.2 Knowledge Requirements and Duties of Responsible Persons

3.2.1 Knowledge Requirements

- (1) Basic knowledge of processed herbal medicines: such as the names, properties and applications;
- (2) Basic knowledge of preparing processed herbal medicines: such as the principles of incompatibility of medicines (18 types of antagonism and 19 types of mutual inhibition);
- (3) Basic knowledge of the techniques of processing herbal medicines;
- (4) Basic knowledge of authentication of processed herbal medicines: simple identification methods of description such as visual inspection, touching, smelling and tasting, as well as knowledge to determine the medicine's authenticity and quality; and
- (5) Relatively deeper understanding of processed Schedule 1 medicines: for example, basic knowledge of identifying processed Schedule 1 medicines.

3.2.2 Duties

- (1) Check to ensure that the processed herbal medicines purchased, and sold, are of good quality and are suitable for use;
- (2) Handle the prescriptions given by Chinese medicine practitioners with care;
- (3) Guide and supervise the dispensing, decoction and processing of processed herbal medicines; and
- (4) Explain to customers the decoction method of processed herbal medicines, method of usage, contraindications and other matters needing special attention.

3.3 Knowledge Requirements and Duties of Dispensers

3.3.1 Knowledge Requirements

- (1) Basic knowledge of processed herbal medicines: such as the names, properties and applications;
- (2) Basic knowledge of preparing processed herbal medicines;
- (3) Basic knowledge of the techniques of processing herbal medicines;
- (4) Basic knowledge of authentication of processed herbal medicines: simple identification methods of description such as visual inspection, touching, smelling and tasting, as well as knowledge to determine the medicine's authenticity and quality; and
- (5) Basic knowledge of processed Schedule 1 medicines.

3.3.2 Duties

- (1) Assist the responsible person in checking the quality of processed herbal medicines;
- (2) Assist the responsible person in the dispensing, decoction and processing of processed herbal medicines; and
- (3) Assist the responsible person in dispatching processed herbal medicines.

3.4 Duties of Sales Persons

The duties of a sales person should only cover:

- (1) Check the quality of processed herbal medicines purchased and sold;
- (2) Receive, dispatch and store processed herbal medicines; and
- (3) Maintain the cleanliness and hygiene of the premises.

4. Premises

The retailers of Chinese herbal medicines should provide suitable premises for the retail business in Chinese herbal medicines. They should also set up necessary facilities and work areas according to the needs of the business. The layout of the business premises should correspond to the nature and scale of the retail business in Chinese herbal medicines. In general, such premises can be divided into three parts – the business area, drawers for processed herbal medicines and store-room. In addition, if there is a need for processing herbal medicines, relevant processing equipment should be available. However, retailers of Chinese herbal medicines may decide on the appropriate layout according to the actual operating conditions.

4.1 Business Area

The business area should be maintained in sanitary condition (please refer to section 7(a) of the Chinese Medicines Regulation).

4.1.1 Reception Area of the Shop

The reception area, where customers visit, should not be used for storing sundries.

4.1.2 Retail Counter

- (1) There should be sufficient space and the passageway should be of a suitable width;
- (2) There should be display cabinets of suitable stoutness and size; and
- (3) There should be a suitable area for checking fees and dispatching processed herbal medicines.

4.1.3 Area for Dispensing Processed Herbal Medicines

- (1) Should be close to the area for receiving prescriptions and checking fees, as far as possible, to facilitate checking of the quantities of the processed herbal medicines and the dispatching of medicines;
- (2) The passageway should be of an adequate width (please refer to section 7(e)(i) of the Chinese Medicines Regulation) to facilitate staff in getting and weighing processed herbal medicines;

- (3) Should be equipped with adequate and suitable facilities (please refer to section 7(e)(ii) of the Chinese Medicines Regulation); and
- (4) There should be a suitable section for keeping packets of processed herbal medicines awaiting collection by customers.

4.2 Drawers for Processed Herbal Medicines

The drawers should be arranged according to specific patterns and requirements and, in general, on the basis of frequency of use and the nature of the processed herbal medicines. Please refer to the following basic principles:

- (1) Processed herbal medicines having similar therapeutic effects, or which are often used together in the prescriptions, should be placed in neighbouring drawers;
- (2) Processed herbal medicines frequently used should be placed in drawers located in easily accessible positions;
- (3) Medicines of heavier mass (e.g. mineral type of processed herbal medicines) should, preferably, be put in lower drawers;
- (4) Medicines of lighter mass (e.g. herb type of processed herbal medicines) should be placed in relatively larger drawers or in two separate drawers;
- (5) Processed herbal medicines which are incompatible with each other should not be placed in the same drawer or in neighbouring drawers;
- (6) Processed herbal medicines of similar descriptions but having different therapeutic effects, should not be placed in the same drawer;
- (7) Processed herbal medicines having offensive odours should not be placed in the same drawer with other processed herbal medicines; and
- (8) Unprocessed and processed forms of the same type of medicine should not be placed in the same drawer, to avoid mix-ups and misuse.

4.3 Store-room

- (1) Should correspond to the varieties and quantities of processed herbal medicines being traded (please refer to section 7(b) of the Chinese Medicines Regulation);
- (2) Should be maintained in sanitary condition (please refer to section 7(a) of the Chinese Medicines Regulation); and
- (3) Should be kept cool, dry and well ventilated. Relevant facilities should be provided for the control of insects, rodents, mildew, humidity and contamination (please refer to section 7(c) of the Chinese Medicines Regulation).

5. Scope of Business


The scope of business of a retailer covers, in general, the dispensation and sale of processed herbal medicines, which involves many aspects like verification of prescriptions; preparation; cross-checking; packaging and dispatching; and the purchase, inspection and acceptance as well as the storage of processed herbal medicines. Retailers may also decoct medicines at the request of patients or customers; process herbal medicines according to business needs (please see Appendix 1 for details); prepare or compound preparations for individual patients according to prescriptions given by Chinese medicine practitioners (please see Appendix 2 for details); or dispense single Chinese medicine granules for prescription (please see Appendix 3 for details).

5.1 Dispensation of Processed Herbal Medicines

The dispensation of processed herbal medicines should be conducted under the supervision of a responsible person (please refer to section 7(i) of the Chinese Medicines Regulation).

5.1.1 Verification of Prescriptions

- (1) Contents to be verified include the name and means of contact of the patient; the name, address, contact telephone number and signature of the Chinese medicine practitioner; the name and quantity of the processed herbal medicines, the method of decoction, the method of usage and the date of issue of the prescription;

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- (2) If there is any doubt about the authenticity of the prescription, appropriate measures should be taken immediately to verify the identity of the Chinese medicine practitioner who gave the prescription;
 - (3) If there is any doubt about the name or type of any medicine stated in the prescription, contact the Chinese medicine practitioner who gave the prescription to verify. Do not alter the contents of the prescription arbitrarily;
 - (4) Check to see if the quantity of each processed herbal medicine prescribed is reasonable. If the quantity specified in the prescription is considered to be far exceeding the normal quantity, contact the Chinese medicine practitioner who gave the prescription for confirmation;
 - (5) Check to see if there are incompatibilities of medicines or contraindications in pregnancy. If necessary, ask the Chinese medicine practitioner who gave the prescription to make amendments or obtain his signature for confirmation; and
 - (6) Check the prescription to see if there is any repeated use of a medicine, incorrect medicine name, missing quantity or dosage. If necessary, ask the Chinese medicine practitioner who gave the prescription to make amendments, or obtain his signature for confirmation.

5.1.2 Preparation


- (1) Dispense processed herbal medicines in accordance with the names, number of items and quantities of processed herbal medicines as specified in the prescription given by a Chinese medicine practitioner (please refer to section 109(1)(i) of the Chinese Medicine Ordinance and section 10 of the Chinese Medicines Regulation);
- (2) Should not prepare processed herbal medicines of dubious quality, such as those that have been infested by insects, contaminated with mildew or adulterated with impurities;
- (3) Exercise extra caution when preparing Schedule 1 medicines. If the prescription specifies the use of “raw type”, the medicine in the unprocessed form should be dispensed; if there is no specific requirement for “raw type”, the medicine in the processed form should be dispensed;

- (4) Use suitable measuring equipment to ensure accuracy in weighing. Always use scales. Never estimate the weight manually. Regularly check and calibrate the measuring equipment (please refer to section 7(f) of the Chinese Medicines Regulation);
- (5) After weighing, the processed herbal medicines should be placed separately and not mixed together in order to facilitate cross-checking;
- (6) Prepare strictly in accordance with the requirements footnoted in the prescription. For processed herbal medicines that should be decocted first, added at a later stage, decocted under wrapping, decocted separately or taken after mixing with water, they should be put in separate packets with proper indication;
- (7) When preparing, take note of the clinical requirements of the Chinese medicine practitioner who gave the prescription. Do not use herbal medicines in the unprocessed form if processed form of the medicines should be used; and
- (8) For processed herbal medicines that should be pounded into pieces, use appropriate apparatus to pound the medicines according to the requirements of the Chinese medicine practitioner who gave the prescription before preparing.

5.1.3 Cross-checking

To avoid any mistakes in preparation and to ensure the safe use of medicines, a rigorous system to cross-check prescriptions should be set up. The system should include the following aspects:

- (1) Check if the processed herbal medicines are the same medicines as specified in the prescription, and verify that the number of items and quantities are correct;
- (2) Check the quality of the processed herbal medicines to determine, for example, if there are any infestation by insects, contamination with mildew or adulteration with impurities;
- (3) For medicines that have been processed, check that the processing has been done thoroughly;

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- (4) Check the processed herbal medicines in the prescription to determine if there are any incompatibilities of medicines or contra-indications in pregnancy; and
 - (5) Verify and check to see if those processed herbal medicines that should be decocted first, added at a later stage, decocted under wrapping, decocted separately, or taken after mixing with water, have been put in separate packets.

5.1.4 Packaging and Dispatching Medicines

- (1) After preparation, processed herbal medicines should be placed in suitable packages;
- (2) Medicines for internal use should be packed separately from those for external use. Never pack the two types of medicines in the same package. Indicate clearly on the package whether the medicine is for internal or external use;
- (3) Clearly mark the name of the patient on the package for easy identification;
- (4) When dispatching the medicines packet, the name of the patient should be asked first. If a number of prescriptions are involved at the same time, additionally use a numbering system, to avoid dispatching the wrong medicines;
- (5) Explain clearly to the person who collects the medicines packet the method of decoction, the method of usage, contraindications and other matters needing special attention; and
- (6) Return the prescription as soon as possible to the person by whom it is presented. Also ensure that the prescription is clearly marked with the following particulars: the date of the dispensation; name, address and telephone number of the retailer of Chinese herbal medicines (please refer to section 7(k) of the Chinese Medicines Regulation). If the prescription contains Schedule 1 medicine, proper records should be made. Please refer to Part 6: Keeping of Records.

5.1.5 Decoction of Processed Herbal Medicines for Customers

If the retailers of Chinese herbal medicines provide decoction services, they should abide by the following:

- (1) Carry out the decoction according to the instructions specified in the prescription given by the Chinese medicine practitioner;
- (2) Use appropriate apparatus and equipment for decoction, and clean them thoroughly after use;
- (3) Maintain the cleanliness and hygiene of the decoction area at all times;
- (4) To avoid protracted storage of decocted medicines, make every effort to synchronize the time of the completion of decoction, with the time of collection of the medicine by the patient;
- (5) The decocted medicines should be stored in a suitable container, with the patient's name clearly marked on it for identification; and
- (6) Containers filled with decocted medicines should be placed in a hygienic and separate area, to prevent contamination.

5.2 Sale of Single or Multiple Processed Herbal Medicines

Responsible persons or dispensers should advise the customer to consult a Chinese medicine practitioner prior to selling or supplying any single or multiple processed herbal medicines packet under well-established prescriptions. When supplying processed herbal medicines on the basis of a well-established prescription, dispensing staff must take into consideration the interpretation and scope of “practising Chinese medicine” as defined under the Chinese Medicine Ordinance, and comply with the stipulations of section 108(5) of that ordinance.

Apart from pre-packed multiple processed herbal medicines which are commonly used in Hong Kong as “herbal tea” and “soup ingredients” for health maintenance purposes, dispensing staff or sales person should refrain from selling pre-packed multiple processed herbal medicines for therapeutic purposes.

5.2.1 When suggesting well-established prescription, dispensing staff should pay special attention to the following:

- (1) Never recommend any Schedule 1 medicine to customers. Consider carefully to ensure that the quantities and dosage of processed herbal medicines recommended are about the same as the normal dosage for the sake of safety;
- (2) Consider any contra-indications in pregnancy under all circumstances; in the case of multiple processed herbal medicines, consider also the incompatibilities of medicines;
- (3) If the customer's bodily conditions are not clearly known, advise him to consult a Chinese medicine practitioner; and
- (4) Take appropriate measures to record the details of the well-established prescription suggested, such as the names and quantities of the medicines and the contact means of the customer so that if necessary, the customer who uses the medicines can be contacted promptly.

5.2.2 Preparation

If processed herbal medicines are supplied –

- (1) by dispensing staff on the suggested well-established prescription; or
- (2) by dispensing staff or sales person at the request of a customer,

attention should be paid to the following matters -

- i. check to see if the processed herbal medicines have deteriorated in quality, for example, whether there are any infestation by insects, contamination with mildew, or adulteration with impurities;
- ii. use suitable measuring equipment to ensure accuracy in weighing. Always use scales. Never estimate the weight manually. Regularly check and calibrate the measuring equipment;
- iii. after weighing, the processed herbal medicines should be placed separately and not mixed together in order to facilitate cross-checking;

- iv. for processed herbal medicines which need to be processed, follow the prescribed processing method and processing techniques; and
- v. for processed herbal medicines that should be pounded into pieces, use appropriate apparatus to pound the medicines.

5.2.3 Cross-checking

To avoid any mistake in preparing medicines and to ensure the safe use of medicines, a cross-checking system as far as practicable should be set up. The system should include the following:

- (1) Check to see whether all the required medicines have been included;
- (2) Check the quality of the processed herbal medicines to see, for example, if there are any infestation by insects, contamination with mildew or adulteration with impurities;
- (3) For medicines that have been processed, check that if the processing has been done thoroughly; and
- (4) Check to see if those processed herbal medicines that should be decocted first, added at a later stage, decocted under wrapping, decocted separately, or taken after mixing with water, have been put in separate packets.

5.2.4 Packaging and Dispatching Medicines

- (1) After preparation, processed herbal medicines should be put in suitable packages;
- (2) Medicines for internal use should be packed separately from those for external use. Never pack the two types of medicines in the same package. Indicate clearly on the package whether the medicine is for internal or external use; and
- (3) Explain clearly to customers the method of decoction, the method of usage, contraindications and other matters needing special attention.

5.2.5 Decoction of Processed Herbal Medicines for Customers

- (1) The responsible person should take charge of, or supervise, the decoctions of processed herbal medicines;
- (2) Use appropriate apparatus and equipment for decoction, and clean them thoroughly after use;
- (3) Maintain the cleanliness and hygiene of the decoction area, at all times;
- (4) To avoid protracted storage of decocted medicines, make every effort to synchronize the time of the completion of decoction with the time of collection of the medicines by the customer;
- (5) The decocted medicines should be stored in a suitable container, with the customer's name clearly marked on it for identification; and
- (6) Containers filled with decocted medicines should be placed in a hygienic and separate area, to prevent contamination.

5.3 Purchase of Processed Herbal Medicines

- (1) To ensure the quality of processed herbal medicines, purchase processed herbal medicines from licensed wholesalers of Chinese herbal medicines (please refer to section 7(j) of the Chinese Medicines Regulation); and
- (2) Determine the quantity to be purchased for each kind of processed herbal medicine according to demand, sales volume and inventory status.

5.4 Inspection, Acceptance and Storage of Processed Herbal Medicines

5.4.1 Inspection and Acceptance of Processed Herbal Medicines

- (1) When carrying out inspection and acceptance, ensure that the name of the processed herbal medicines and batch number (provided by the supplier) are clearly stated on the container or package of the medicines. The purchase invoice should also specify the batch number;
- (2) When carrying out inspection and acceptance, ensure that the specifications and shape of the processed herbal medicines are identical to the indications on the label;

- (3) Check the authenticity and quality of the processed herbal medicines. Do not accept any processed herbal medicine found to be counterfeit, of poor quality or not conforming to the stated specifications, such as those showing obvious irregularities, for example, contamination with mildew, infestation by insects, oil secretion, decolourization, loss of smell, decomposition due to humidity, stickiness etc. Those processed herbal medicines should be returned to the delivery person on the spot. If circumstances do not permit such action (for example, if the delivery person has already left), inform the supplier immediately to arrange for the return of the medicines;
- (4) Check and verify the specifications and number of items of the processed herbal medicines; and
- (5) For processed Schedule 1 medicines or precious herbal medicines, check the quality and quantity in the presence of the delivery person to avoid accepting wrong medicines, insufficient quantity of medicines, or medicines adulterated with counterfeit or substandard ingredient.

5.4.2 Storage of Processed Herbal Medicines

- (1) After inspection and acceptance, all processed herbal medicines should be promptly put into the store-room. The medicines should be stored properly according to their quality and medicinal properties;
- (2) Make suitable arrangements for storing processed herbal medicines into the store-room, so that the principle of “first-in, first-out” can be implemented when dispatching to ensure their quality;
- (3) Processed Schedule 1 medicines should be stored effectively separated from other processed herbal medicines (please refer to section 7(d) of the Chinese Medicines Regulation). Each kind of Schedule 1 medicine should be individually packed and affixed with an appropriate label to prevent mix-ups;
- (4) Store medicines separately from other substances. Medicines for internal use should be stored separately from those for external use;

- (5) Each type of processed herbal medicine should be stored in separate container or package according to its nature and classification (please refer to section 7(g) of the Chinese Medicines Regulation), with its name clearly marked on the container, or package, to prevent mix-ups;
- (6) Ensure that each container and package is sufficiently stout to prevent leakage and contamination arising from the ordinary risks involved in handling the processed herbal medicines stored in it (please refer to section 7(h)(iii) of the Chinese Medicines Regulation). Choose the most suitable packaging material according to the nature of the processed herbal medicines;
- (7) Regularly clean up the medicine drawers to prevent cross-contamination. The name of the medicines should be clearly marked on each drawer for identification; and
- (8) Carry out quality inspections frequently according to the nature of the processed herbal medicines. If there are any detected changes in quality, take immediate measures (such as exposure to direct sunlight, drying in ovens, or eradication of insects), to minimize changes in quality or loss. In the course of taking such measures, avoid contamination of the processed herbal medicines.

5.5 Labelling

- (1) Ensure each container or package has the name of the processed herbal medicine stored in it being clearly and distinctly set out in a conspicuous position and not in any way obscured or obliterated (please refer to sections 7(h)(i) and 7(h)(ii) of the Chinese Medicines Regulation);
- (2) For those medicines listed in Schedule 1 and Schedule 2 of the Chinese Medicine Ordinance, the names used in the schedules should be taken as the standard names. For those medicines not listed in Schedule 1 and Schedule 2, reference should be made orderly to the Pharmacopoeia of the People's Republic of China 《中華人民共和國藥典》, Zhonghua Bencao 《中華本草》, Zhongyao Dacidian 《中藥大辭典》 or Chinese Materia Medica 《中國藥材學》; and

- (3) Apart from labelling the processed herbal medicines with their standard names, common names used locally can be included, according to practical circumstances. To ensure the correct use of medicines, also include appropriate specifications of the processed herbal medicines, alongside the name of the medicines when necessary, to avoid mix-ups.

6. Keeping of Records

The retailers of Chinese herbal medicines should ensure that the transaction documents and records kept by them meet the following requirements, to enable the tracing of the source and distribution channels of processed herbal medicines suspected to have problems whenever necessary.

6.1 Transaction Documents

- (1) The invoice or other document of every transaction whereby a processed herbal medicine acquired or received should be kept in an organized manner to facilitate checking. Such invoices and documents of the transaction should be retained in the premises to which the retailer licence relates for a period of not less than 2 years from the date of the transaction. (please refer to sections 8(1) and (3) of the Chinese Medicines Regulation);
- (2) The relevant invoice or other document should contain the following particulars of the transaction (please refer to section 8(2) of the Chinese Medicines Regulation):
 - i. the date of the transaction;
 - ii. the name and quantity of the processed herbal medicine acquired or received;
 - iii. the name, address and telephone number of the person who sells or distributes the processed herbal medicine to them; and
 - iv. the reference number of the invoice or other document.
- (3) Such invoices and documents should be kept intact. The information contained should be clear and no arbitrary alteration is allowed.

6.2 Dispensing Records of Schedule 1 Medicines of the Chinese Medicine Ordinance

- (1) Ensure that the following particulars, in respect of each dispensation of processed Schedule 1 medicine, are included in the dispensing records:
 - i. the name and quantity of the processed Schedule 1 medicine dispensed;
 - ii. the name and address of the registered Chinese medicine practitioner who gives the prescription;
 - iii. the name and, if known by the responsible person who supervises the dispensation, the address and telephone number of the person to whom the prescription is given;
 - iv. the date of the dispensation; and
 - v. the name of the responsible person who supervises the dispensation.

The particulars mentioned above should be recorded as soon as reasonably practicable after the dispensation. The responsible person concerned should affix his signature in the dispensing records. The records should be retained in the premises to which the retailer licence relates for a period of not less than 2 years from the date of the dispensation (please refer to section 9 of the Chinese Medicines Regulation); and

- (2) The dispensing records should be kept in an organized manner, and be easy to check. They should be kept intact and the information contained should be clear. No arbitrary alteration is allowed.


7. Final Remarks

All people engaged in the retailing of Chinese herbal medicines should follow these guidelines in operating their business. To keep pace with and facilitate development of the trade, these guidelines will be revised as appropriate based on actual operational experiences and any changes in the social circumstances. This would further improve the quality of processed herbal medicines and achieve the objective of safeguarding public health.

Appendix 1 Processing Herbal Medicines

The retailers of Chinese herbal medicines may process herbal medicines according to clinical needs and preparation requirements. In addition to complying with the relevant requirements stated in these guidelines, the following should be observed:

- (1) The herbal medicines should be processed in accordance with the prescribed processing methods and techniques to ensure safety and quality;
- (2) Before processing, first examine the herbal medicines to ensure that the quality is good;
- (3) Use appropriate equipment, apparatus, container and packaging material in processing. All staff involved should ensure that the finished product is not contaminated, during the course of processing;
- (4) The processing of Schedule 1 medicines should be carried out by experienced staff, using equipment and tools dedicated to such operation. Such equipment and tools should be thoroughly cleaned after use. Staff who are not involved in the processing work should be prohibited from freely entering the processing area during the course of processing. Impurities separated from Schedule 1 medicines and water or supplementary materials that have been used in the processing of Schedule 1 medicines, should be properly disposed of;
- (5) The processing area should be kept clean and hygienic to avoid contamination of the processed herbal medicines. Smoking, eating, drinking and the storage of personal objects are strictly prohibited. Proper fire prevention facilities should be installed, and special care should be taken in the use and storage of inflammable substances;
- (6) The processing equipment and apparatus should be kept clean and hygienic. They should be properly maintained and repaired to avoid malfunction or contamination;
- (7) Upon the completion of processing, examine the processed herbal medicines to ensure that the quality meets the required standards. The medicines should then be stored directly into clean container, or package, and affixed with appropriate labels. Processed herbal medicines that fail to meet the required standards should be disposed of as waste products, and their sale is strictly prohibited; and


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- (8) A processing record should be made within 72 hours after the completion of processing a herbal medicine. The record should include the following particulars:
- i. the name and quantity of each type of material (including the herbal medicine or mixture of herbal medicines to be processed) used in the processing;
 - ii. the name and quantity of the processed herbal medicine;
 - iii. the name or description of the processing method;
 - iv. the date of the completion of the processing;
 - v. the examination results of the processed herbal medicine; and
 - vi. the name of the person who supervises the processing.

Such records should be retained in the premises to which the retailer licence relates for a period of not less than 2 years from the date of the completion of the processing. The processing records should be kept in an organized manner and be easy to check. They should be kept intact and the information contained should be clear. No arbitrary alteration is allowed.

Appendix 2 Preparing or Compounding Preparations

The retailers of Chinese herbal medicines may prepare or compound preparations for individual patient according to a prescription given by a Chinese medicine practitioner. However, this should be done in accordance with the relevant stipulations under the Chinese Medicine Ordinance. Apart from complying with the relevant requirements stated in these guidelines, the following should be observed:


- (1) Staff responsible for preparing, or compounding, the preparations should be conversant with the preparation, or compounding techniques, quality requirements and operation of the equipment. They should also observe good personal hygiene, to prevent contamination of the medicines;
- (2) The area for preparing, or compounding, preparations should meet the hygiene standards, and be kept clean and tidy;
- (3) Apparatus for preparing, or compounding preparations, such as containers, measuring equipment and other equipment, should be kept clean and should function accurately. Separate sets of apparatus should be used for preparing or compounding, preparations containing processed Schedule 1 medicines, medicines for internal use or medicines for external use. Cross usage is strictly prohibited;
- (4) To prevent error and confusion, never assign one person or one team of people to prepare or compound two different preparations at the same time;
- (5) The responsible person should take charge of, or supervise, the whole preparation or compounding process. Extra caution should be taken when preparing, or compounding, preparations containing processed Schedule 1 medicines;
- (6) Ensure the quality of the finished products;
- (7) The finished products should be stored in a suitable package affixed with the correct label for identification. The label should basically contain the patient's name, the name and quantity of each constituent specified in the prescription given by the Chinese medicine practitioner, the method of usage and dosage as specified in the prescription, the name and address of the retailer, the date of preparing, or compounding the preparation, and matters needing special attention; and

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- (8) Mark the date of dispensation, and the name, address and telephone number of the retailer, on the prescription and return it to the patient. For prescription containing Schedule 1 medicines, ensure that particulars of the dispensation are recorded. Please refer to Part 6: Keeping of Records.

Appendix 3: Dispensing Single Chinese Medicine Granules for Prescription

The retailers of Chinese herbal medicines may dispense single Chinese medicine granules for prescription according to prescription given by Chinese medicine practitioners. Apart from complying with the relevant requirements stated in these guidelines, the following should be observed:

- (1) Purchase single Chinese medicine granules for prescription only from licensed wholesalers of Chinese herbal medicines;
- (2) In the case where a patient is unable to present a prescription given by a Chinese medicine practitioner, the retailers should not sell any single Chinese medicine granules for prescription to him;
- (3) Dispense the single Chinese medicine granules for prescription only according to the requirements stated in the prescription;
- (4) Ensure that the label on the container or package of single Chinese medicine granules for prescription includes the following particulars:
 - i. name of the single Chinese medicine granules for prescription;
 - ii. weight equivalence i.e. the amount of original processed herbal medicine that is equivalent to one gram of the granules;
 - iii. a statement containing the following Chinese text: 「只供中醫處方配發使用」;
 - iv. packing specification of the single Chinese medicine granules for prescription;
 - v. normal dosage, or maximum dosage, of the single Chinese medicine granules for prescription;
 - vi. name of the manufacturer, or distributor, of the single Chinese medicine granules for prescription; and
 - vii. expiry date of the single Chinese medicine granules for prescription.

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- (5) Ensure that the relevant particulars in respect of dispensation of single Chinese medicine granules for prescription containing Schedule 1 medicine are recorded. For details, please refer to part 6: Keeping of Records.

Chinese Medicines

Appendix 4: List of Schedule 1 Medicines of the Chinese Medicine Ordinance

Name	Name
Arsenic trioxide (砒霜)	Unprocessed Radix Aconiti Lateralis (生附子)
Arsenolite (砒石)	Unprocessed Radix Euphorbiae Fischerianae, Radix Euphorbiae Ebracteolatae or Radix Stellerae (生狼毒)
Calomelas (輕粉)	Unprocessed Radix Kansui (生甘遂)
Cinnabaris (朱砂)	Unprocessed Resina Garcinia Morellae (生藤黃)
Flos Daturae Metelis (洋金花)	Unprocessed Rhizoma Arisaematis (生天南星)
Flos Rhododendri Mollis (關羊花)	Unprocessed Rhizoma Pinelliae (生半夏)
Huechys (紅娘蟲)	Unprocessed Rhizoma Typhonii or Radix Aconiti Coreani (生白附子(禹白附、關白附))
Hydrargyri Oxydum Rubrum (紅粉)	Unprocessed Semen Euphorbiae (生千金子)
Lytta (青娘蟲)	Unprocessed Semen Hyoscyami (生天仙子)
Mercurous chloride and mercuric chloride (白降丹)	Unprocessed Semen Strychni (生馬錢子)
Mercury (水銀)	Venenum Bufonis (蟾酥)
Mylabris (斑蝥)	
Orpiment (雌黃)	
Radix Aconiti Brachypodi or Radix Aconiti Szechenyiani (雪上一枝蒿)	
Radix or Rhizoma Podophylli emodis, or Radix or Rhizoma Dysosmatis (鬼白(桃耳七、八角蓮))	
Radix Sophorae Tonkinensis (山豆根)	
Realgar (雄黃)	
Unprocessed Fructus Crotonis (生巴豆)	
Unprocessed Radix Aconiti (生川烏)	
Unprocessed Radix Aconiti Kusnezoffii (生草烏)	

Appendix 5: List of Schedule 2 Medicines of the Chinese Medicine Ordinance

Name	Name
Agkistrodon (蕘蛇)	Caulis Fibraureae (黃藤)
Arisaema cum Bile (膽南星)	Caulis Gneti (買麻藤)
Aspongopus (九香蟲)	Caulis Hederae Sinensis (常春藤)
Asteriscus Pseudosciaenae (魚腦石)	Caulis Impatientis (透骨草)
Benzoinum (安息香)	Caulis Lonicerae (忍冬藤)
Bombyx Batryticatus (僵蠶)	Caulis Mahoniae (功勞木)
Bulbus Fritillariae Cirrhosae (川貝母)	Caulis Perillae (紫蘇梗)
Bulbus Fritillariae Hupehensis (湖北貝母)	Caulis Piperis Kadsurae (海風藤)
Bulbus Fritillariae Pallidiflorae (伊貝母)	Caulis Polygoni Multiflori (首烏藤)
Bulbus Fritillariae Thunbergii (浙貝母)	Caulis Sargentodoxae (大血藤)
Bulbus Fritillariae Ussuriensis (平貝母)	Caulis Sinomenii (青風藤)
Bulbus Lycoridis Radiatae (石蒜)	Caulis Spatholobi (雞血藤)
Cacumen Platycladi (側柏葉)	Caulis Tinosporae (寬根藤)
Cacumen Securinegae Suffruticosae (葉底珠)	Caulis Trachelospermi (絡石藤)
Cacumen Tamaricis (西河柳)	Cera Chinensis (蟲白蠟)
Calamina (爐甘石)	Colla Corii Asini (阿膠)
Calculus Bovis (牛黃)	Concha Arcae (瓦楞子)
Calculus Equi (馬寶)	Concha Haliotidis (石決明)
Calyx seu Fructus Physalis (錦燈籠)	Concha Margaritifera Usta (珍珠母)
Caulis Akebiae (木通)	Concha Mauritiae Arabicae (紫貝齒)
Caulis Ampelopsis Brevipedunculae (山葡萄)	Concha Meretricis seu Cyclinae (蛤殼)
Caulis Aristolochiae Manshuriensis (關木通)	Concretio Silicea Bambusae (天竺黃)
Caulis Bambusae in Taeniam (竹茹)	Cordyceps (冬蟲夏草)
Caulis Clematidis Armandii (川木通)	Corium Erinacei seu Hemiechianus (刺猬皮)
Caulis Entadae (過江龍)	Cornu Bubali (水牛角)
Caulis Erycibes (丁公藤)	Cornu Cervi (鹿角)
Caulis et Folium Piperis Hancei (山蒟)	Cornu Cervi Degelatinatum (鹿角霜)
Caulis et Folium Schefflerae Arboricola (七葉蓮)	Cornu Cervi Pantotrichum (鹿茸)
Caulis Euphorbiae Antiquori (火殃籐)	Cornu Saigae Tataricae (羚羊角)
	Cortex Acanthopanax (五加皮)
	Cortex Ailanthi (椿皮)
	Cortex Albiziae (合歡皮)
	Cortex Cinchonae (金雞納皮)

Chinese Medicines

Name
Cortex Dictamnii (白鮮皮)
Cortex Eucommiae (杜仲)
Cortex Fraxini (秦皮)
Cortex Hibisci (川槿皮)
Cortex Ilicis Rotundae (救必應)
Cortex Illicii (地楓皮)
Cortex Kadsurae Radicis (紫荊皮)
Cortex Lycii (地骨皮)
Cortex Magnoliae Officinalis (厚樸)
Cortex Meliae (苦楝皮)
Cortex Mori (桑白皮)
Cortex Moutan (牡丹皮)
Cortex Periplocae (香加皮)
Cortex Phellodendri (黃柏)
Cortex Pseudolaricis (土荊皮)
Cortex Schefflerae Octophyllae (鴨腳木)
Cortex Ulmi Parvifoliae (榔榆皮)
Crinis Carbonisatus (血餘炭)
Eupolyphaga seu Steleophaga (土鱉蟲)
Faeces Leporis (望月砂)
Faeces Trogloterori (五靈脂)
Faeces Vespertilionis (夜明砂)
Flos Albiziae (合歡花)
Flos Buddlejae (密蒙花)
Flos Campsis (凌霄花)
Flos Celosiae Cristatae (雞冠花)
Flos Chimonanthe Praecocis (臘梅花)
Flos Eriocauli (穀精草)
Flos Farfarae (款冬花)
Flos Genkwa (芫花)
Flos Hibisci Rosae-Sinensis (扶桑花)
Flos Inulae (旋覆花)
Flos Jasmini (素馨花)
Flos Magnoliae (辛夷)
Flos Magnoliae Officinalis (厚樸花)
Flos Rosae Chinensis (月季花)

Name
Fluoritum (紫石英)
Folium Aconiti Kusnezoffii (草烏葉)
Folium Apocyni Veneti (羅布麻葉)
Folium Artemisiae Argyi (艾葉)
Folium Callicarpae Formosanae (紫珠葉)
Folium et Cacumen Breyniae Fruticosae (黑面神)
Folium et Cacumen Murrayae (九里香)
Folium et Ramulus Evodiae (三叉苦)
Folium Ginkgo (銀杏葉)
Folium Ginseng (人參葉)
Folium Glochidii Eriocarpi (漆大姑)
Folium Hibisci Mutabilis (木芙蓉葉)
Folium Ilicis Cornutae (柃木葉)
Folium Isatidis (大青葉)
Folium Lantanae Camarae (馬纓丹)
Folium Nerii (夾竹桃葉)
Folium Photiniae (石南葉)
Folium Pini (松毛)
Folium Polygoni Tinctorii (蓼大青葉)
Folium Psidii Guajavae (番石榴葉)
Folium Psychotriae Rubrae (山大顏)
Folium Pterocarya Stenopterae (楓楊葉)
Folium Pyrrosiae (石韋)
Folium Rhododendri Daurici (滿山紅)
Folium Sauropi (龍脷葉)
Folium Sennae (番瀉葉)
Folium Vitis Negundo (牡荊葉)
Fructus Akebiae (預知子)
Fructus Alpiniae Oxyphyllae (益智)
Fructus Amomi Rotundus (豆蔻)
Fructus Arctii (牛蒡子)
Fructus Aristolochiae (馬兜鈴)
Fructus Aurantii (枳殼)
Fructus Aurantii Immaturus (枳實)

Name
Fructus Broussonetiae (栲實子)
Fructus Bruceae (鴉膽子)
Fructus Carotae (南鶴虱)
Fructus Carpesii (鶴虱)
Fructus Chebulae (訶子)
Fructus Cnidii (蛇床子)
Fructus Coriandri (芫荽子)
Fructus Corni (山茱萸)
Fructus Evodiae (吳茱萸)
Fructus Fici Pumilae (薜荔果)
Fructus Forsythiae (連翹)
Fructus Galangae (紅豆蔻)
Fructus Gleditsiae Abnormalis (豬牙皂)
Fructus Kochiae (地膚子)
Fructus Leonuri (芫薺子)
Fructus Ligustri Lucidi (女貞子)
Fructus Liquidambaris (路路通)
Fructus Litseae (華澄茄)
Fructus Malvae (冬葵果)
Fructus Nandinae Domesticae (天竺子)
Fructus Phyllanthi (餘甘子)
Fructus Piperis Longi (華芫)
Fructus Podophylli (小葉蓮)
Fructus Polygoni Orientalis (水紅花子)
Fructus Psoraleae (補骨脂)
Fructus Quisqualis (使君子)
Fructus Rosae Laevigatae (金櫻子)
Fructus Rubi (覆盆子)
Fructus Sapindi Mukorossi (無患子)
Fructus Schisandrae (五味子)
Fructus seu Herba Physalis Pubescentis (燈籠草)
Fructus Sophorae (槐角)
Fructus Terminaliae Billericae (毛訶子)
Fructus Toosendan (川楝子)
Fructus Tribuli (蒺藜)
Fructus Trichosanthis (瓜蒌)

Name
Fructus Triticis Levis (浮小麥)
Fructus Tsaoko (草果)
Fructus Ulmi Macrocarpae (蕪荑)
Fructus Viticis (蔓荊子)
Fructus Viticis Negundo (黃荊子)
Fructus Xanthii (蒼耳子)
Galla Chinensis (五倍子)
Gekko Swinhonis (壁虎)
Gypsum Fibrosum Preparata (煨石膏)
Haematitum (赭石)
Halloysitum Rubrum (赤石脂)
Herba Abri (雞骨草)
Herba Achyranthis Asperae (倒扣草)
Herba Aeschynomenes Indicae (田皂角)
Herba Agastaches (藿香)
Herba Aglaonematis (廣東萬年青)
Herba Agrimoniae (仙鶴草)
Herba Andrographitis (穿心蓮)
Herba Antenoronis Neofiliformis (金縷草)
Herba Ardisiae Japonicae (矮地茶)
Herba Aristolochiae (天仙藤)
Herba Aristolochiae Mollissimae (尋骨風)
Herba Artemisiae Annuae (青蒿)
Herba Artemisiae Anomalaе (劉寄奴)
Herba Artemisiae Scopariae (茵陳)
Herba Asari (細辛)
Herba Belladonnae (顛茄草)
Herba Bidentis Bipinnatae or Herba Bidentis Pilosae (鬼針草)
Herba Blumeae Balsamiferae (大風艾)
Herba Bryophylli Pinnati (落地生根)
Herba Casythae Filiformis (無根藤)
Herba Catharanthi Rosei (長春花)
Herba Centellae (積雪草)
Herba Centipedaе (鶴不食草)

Chinese Medicines

Name
Herba Chenopodii (土荊芥)
Herba Cirsii (小薊)
Herba Cissampelotis (亞乎奴)
Herba Cistanches (肉蓯蓉)
Herba Clinopodii (斷血流)
Herba Clinopodii Gracilis (剪刀草)
Herba Commelinae (鴨跖草)
Herba Corydalis Bungeanae (地丁草)
Herba Crotalariae Mucronatae (豬屎豆)
Herba Cymbopogonis (藜香草)
Herba Cynomorii (鎖陽)
Herba Damnacanthi (虎刺)
Herba Dendrobii (石斛)
Herba Desmodii Styracifolii (廣金錢草)
Herba Dianthi (瞿麥)
Herba Dichondrae Repentis (馬蹄金)
Herba Duchesneae Indicae (蛇莓)
Herba Ecliptae (墨旱蓮)
Herba Eleocharitis (通天草)
Herba Elephantopi (地膽頭)
Herba Eleusines Indicae (牛筋草)
Herba Emiliae (一點紅)
Herba Ephedrae (麻黃)
Herba Epimedii (淫羊藿)
Herba Epimeredis Indicae (防風草)
Herba Equiseti Hiemalis (木賊)
Herba Erodii or Herba Geranii (老鸛草)
Herba Eupatorii (佩蘭)
Herba Euphorbiae Hirtae (飛楊草)
Herba Euphorbiae Humifusae (地錦草)
Herba Euphorbiae Thymifoliae (小飛楊草)
Herba Gelsemii Elegantis (斷腸草)
Herba Gendarussae (小駁骨)
Herba Geranii Caroliniani (野老鸛草)
Herba Glechomae (連錢草)
Herba Gnaphalii Affinis (鼠曲草)

Name
Herba Gynostemmatis (絞股藍)
Herba Hedyotidis Chrysotrichae (黃毛耳草)
Herba Hedyotidis Corymbosae (水綫草)
Herba Houttuyniae (魚腥草)
Herba Hyperici (紅旱蓮)
Herba Hyperici Erecti (小連翹)
Herba Hyperici Japonici (田基黃)
Herba Inulae (金沸草)
Herba Junci Setchuensis (龍鬚草)
Herba Kulanchoes Laciniatae (伽藍菜)
Herba Leonuri (益母草)
Herba Lespedezae Cuneatae (鐵掃帚)
Herba Lobeliae Chinensis (半邊蓮)
Herba Lophatheri (淡竹葉)
Herba Lycopi (澤蘭)
Herba Lycopodii (伸筋草)
Herba Lysimachiae (金錢草)
Herba Malvastris Coromandeliani (黃花棉)
Herba Melastomatis Candii (野牡丹)
Herba Melastomatis Dodecandri (地荄)
Herba Orostachyos (瓦松)
Herba Paderiae (雞屎藤)
Herba Patriniae (敗醬草)
Herba Pholidotae Chinensis (石仙桃)
Herba Phyllanthi Urinariae (葉下珠)
Herba Piperis Sarmentosi (假蒟)
Herba Plantaginis (車前草)
Herba Polygalae Chinensis (大葉金不換)
Herba Polygalae Japonicae (瓜子金)
Herba Polygoni Avicularis (篇蓄)
Herba Polygoni Chinensis (火炭母)
Herba Polygoni Perfoliati (杠板歸)
Herba Potentillae Chinensis (委陵菜)
Herba Potentillae Discoloris (翻白草)

Name

Herba Pouzolziae Zeylanicae (霧水葛)
Herba Pteridis Multifidae (鳳尾草)
Herba Pteridis Semipinnatae (半邊旗)
Herba Pyrolae (鹿銜草)
Herba Rabdosiae Lophanthoidis
(溪黃草)
Herba Ranunculi Japonici (毛茛)
Herba Saginae Japonicae (漆姑草)
Herba Salviae Chinensis (石見穿)
Herba Salviae Plebeiae (荔枝草)
Herba Sambuci Chinensis (陸英)
Herba Sarcandrae (腫節風)
Herba Saussureae Involucratae (雪蓮花)
Herba Saxifragae (虎耳草)
Herba Schizonepetae (荊芥)
Herba Scutellariae Barbatae (半枝蓮)
Herba Sedi (垂盆草)
Herba Selaginellae (卷柏)
Herba Selaginellae Doederleinii
(石上柏)
Herba Senecionis Scandentis (千里光)
Herba Setariae Viridis (狗尾草)
Herba seu Radix Amaranthi (刺莧菜)
Herba seu Radix Cirsii Japonici (大薊)
Herba Sidae Rhombifoliae (黃花母)
Herba Siegesbeckiae (豨薟草)
Herba Solani Lyrati (白英)
Herba Solani Nigri (龍葵)
Herba Solidaginis (一枝黃花)
Herba Speranskiae Tuberculatae
(珍珠透骨草)
Herba Spirodelaе (浮萍)
Herba Stephaniae Longae (糞箕蕨)
Herba Swertiae Mileensis (青葉膽)
Herba Taxilli (桑寄生)
Herba Verbenae (馬鞭草)
Herba Veronicae (一支香)

Name

Herba Veronicastris (腹水草)
Herba Violaе (紫花地丁)
Herba Visci (槲寄生)
Herba Wedeliae (螞蟥菊)
Herba Zephyranthis Candidae (肝風草)
Hirudo (水蛭)
Indigo Naturalis (青黛)
Lapis Chloriti (青礞石)
Lapis Micae Aureus (金礞石)
Lasiosphaera seu Calvatia (馬勃)
Lignum Dalbergiae Odoriferae (降香)
Lignum Pini Nodi (油松節)
Limonitum (禹餘糧)
Medulla Junci (燈心草)
Medulla Stachyuri or Medulla Helwingiae
(小通草)
Medulla Tetrapanacis (通草)
Moschus (麝香)
Myrrha (沒藥)
Natrii Sulfas (芒硝)
Natrii Sulfas Exsiccatus (玄明粉)
Nidus Vespaе (蜂房)
Nux Prinsepie (薤仁)
Oleum Linderae (香果脂)
Olibanum (乳香)
Omphalia (雷丸)
Ootheca Mantidis (桑螵蛸)
Ophicalciturum (花蕊石)
Pericarpium Arecae (大腹皮)
Pericarpium Trichosanthis (瓜蒌皮)
Periostracum Cicadae (蟬蛻)
Petiolus Trachycarpi (棕櫚)
Pollen Pini (松花粉)
Pollen Typhae (蒲黃)
Polyporus (豬苓)
Processed Fructus Crotonis (製巴豆)

Chinese Medicines

Name	Name
Processed Radix Aconiti (製川烏)	Radix Angelicae Pubescentis (獨活)
Processed Radix Aconiti Kusnezoffii (製草烏)	Radix Angelicae Sinensis (當歸)
Processed Radix Aconiti Lateralis (製附子)	Radix Anisodi Tangutici (山茱萸)
Processed Radix Euphorbiae fischerianae, Radix Euphorbiae ebracteolatae, or Radix Stellerae (製狼毒)	Radix Ardisiae Crenatae (朱砂根)
Processed Radix Kansui (製甘遂)	Radix Aristolochiae (青木香)
Processed Resina Garcinia Morellae (製藤黃)	Radix Aristolochiae Fangchi (廣防己)
Processed Rhizoma Arisaematis (製天南星)	Radix Aristolochiae Heterophyllae (漢中防己)
Processed Rhizoma Pinelliae (製半夏)	Radix Arnebiae or Radix Lithospermi (紫草)
Processed Rhizoma Typhonii or Radix Aconiti Corean (製白附子 (禹白附、關白附))	Radix Asparagi (天冬)
Processed Semen Crotonis (巴豆霜)	Radix Asteris (紫菀)
Processed Semen Euphorbiae (製千金子)	Radix Astragali (黃芪)
Processed Semen Hyoscyami (製天仙子)	Radix Aucklandiae (木香)
Processed Semen Strychni (製馬錢子)	Radix Bauhiniae Hupehanae (羊蹄甲)
Pseudobulbus Cremastrae seu Pleiones (山慈菇)	Radix Boehmeriae (苧麻根)
Pumex (浮石)	Radix Bupleuri (柴胡)
Pyrolusitum (無名異)	Radix Celastris Orbiculati (南蛇藤根)
Radix Acanthopanax Senticosii (刺五加)	Radix Changii (明黨參)
Radix Acanthopanax Trifoliati (三葉五加)	Radix Chloranthi Serrati (及己)
Radix Achyranthis Bidentatae (牛膝)	Radix Clematidis (威靈仙)
Radix Adenophorae (南沙參)	Radix Clerodendri Philippini (臭茉莉)
Radix Aerialis Fici Microcarpa (榕鬚)	Radix Cocculi Trilobi (木防己)
Radix Ampelopsis (白薇)	Radix Codonopsis (黨參)
Radix Angelicae Citriodora (香白芷)	Radix Crotonis Crassifolii (雞骨香)
	Radix Curcumae (鬱金)
	Radix Cyathulae (川牛膝)
	Radix Cynanchi Atrati (白薇)
	Radix Cynanchi Auriculati (白首烏)
	Radix Cynanchi Paniculati (徐長卿)
	Radix Cynoglossi Amabilis (接骨草)
	Radix Dichroae (常山)
	Radix Dipsaci (續斷)
	Radix Echinopsis (禹州漏蘆)
	Radix Ephedrae (麻黃根)
	Radix et Rhizoma Nardostachyos (甘松)
	Radix et Rhizoma Rhei (大黃)

Name

Radix et Rhizoma Thalictri (馬尾連)
Radix et Rhizoma Veratri (藜蘆)
Radix Eupatorii Chinensis (廣東土牛膝)
Radix Euphorbiae Pekinensis (京大戟)
Radix Gentianae (龍膽)
Radix Gentianae Macrophyllae (秦艽)
Radix Ginseng (人參)
Radix Glehniae (北沙參)
Radix Hedysari (紅芪)
Radix Helicteris (山芝麻)
Radix Hemerocallis (萱草根)
Radix Ilicis Asprellae (崗梅根)
Radix Ilicis Pubescentis (毛冬青)
Radix Inulae (土木香)
Radix Isatidis (板藍根)
Radix Kadsurae Coccineae (黑老虎根)
Radix Knoxiae (紅大戟)
Radix Linderae (烏藥)
Radix Liriope (山麥冬)
Radix Mirabilis (紫茉莉根)
Radix Morindae Officinalis (巴戟天)
Radix Notoginseng (三七)
Radix Ophiopogonis (麥冬)
Radix Oryzae Glutinosae (糯稻根)
Radix Paeoniae Alba (白芍)
Radix Paeoniae Rubra (赤芍)
Radix Panacis Quinquifolii (西洋參)
Radix Pandani Tectorii (露兜筋)
Radix Patriniae Heterophyllae or Radix Patriniae Scabrae (墓頭回)
Radix Peucedani (前胡)
Radix Physochlainae (華山參)
Radix Phytolaccae (商陸)
Radix Platycodi (桔梗)
Radix Plumbaginis Zeylanicae (白花丹)
Radix Polygalae (遠志)
Radix Polygoni Multiflori (何首烏)

Name

Radix Pseudostellariae (太子參)
Radix Pterospermi Heterophylli (半楓荷根)
Radix Pteroxygoni Giraldii (紅藥子)
Radix Puerariae (葛根)
Radix Pulsatillae (白頭翁)
Radix Ranunculus Ternati (貓爪草)
Radix Rauwolfiae (蘿芙木)
Radix Rehmanniae (地黃)
Radix Rhapontici (漏蘆)
Radix Rhodomyrti (崗稔根)
Radix Rubiae (茜草)
Radix Salviae Miltiorrhizae (丹參)
Radix Sanguisorbae (地榆)
Radix Saposhnikoviae (防風)
Radix Scrophulariae (玄參)
Radix Scutellariae (黃芩)
Radix Semiaquilegiae (天葵子)
Radix seu Caulis Derridis Trifoliatae (魚藤)
Radix Sophorae Flavescentis (苦參)
Radix Stellariae (銀柴胡)
Radix Stemonae (百部)
Radix Stephaniae Tetrandrae (防己)
Radix Tinosporae (金果攬)
Radix Trichosanthis (天花粉)
Radix Tripterygii Wilfordii (雷公藤)
Radix Valerianae (纈草)
Radix Vitis Adstrictae (野葡萄)
Radix Vladimiriiae (川木香)
Radix Wikstroemae (了哥王)
Radix Zanthoxyli (兩面針)
Radix Zanthoxyli Avicennae (鷹不泊)
Ramulus Cinnamomi (桂枝)
Ramulus et Folium Mussaendae Pubescentis (玉葉金花)

Chinese Medicines

Name
Ramulus et Folium Phyllodii Pulchelli (排錢草)
Ramulus et Folium Picrasmae (苦木)
Ramulus Euonymi (鬼箭羽)
Ramulus Mori (桑枝)
Ramulus Sambuci Williamsii (接骨木)
Ramulus Uncariae cum Uncis (鈎藤)
Receptaculum Nelumbinis (蓮房)
Resina Draconis (血竭)
Resina Ferulaen (阿魏)
Resina Liquidambaris (楓香脂)
Resina Toxicodendri (乾漆)
Rhizoma Acori Tatarinowii (石菖蒲)
Rhizoma Alismatis (澤瀉)
Rhizoma Anemarrhenae (知母)
Rhizoma Anemones Altaicae (九節菖蒲)
Rhizoma Anemones Raddeanae (兩頭尖)
Rhizoma Ardisiae Gigantifoliae (走馬胎)
Rhizoma Atractylodis (蒼朮)
Rhizoma Atractylodis Macrocephalae (白朮)
Rhizoma Belamcandae (射干)
Rhizoma Bistortae (拳參)
Rhizoma Blechni (烏毛蕨貫眾)
Rhizoma Bletillae (白及)
Rhizoma Bolbostemmae (土貝母)
Rhizoma Chuanxiong (川芎)
Rhizoma Cibotii (狗脊)
Rhizoma Cimicifugae (升麻)
Rhizoma Coptidis (黃連)
Rhizoma Corydalis (延胡索)
Rhizoma Corydalis Decumbentis (夏天無)
Rhizoma Curculiginis (仙茅)

Name
Rhizoma Curcumae (莪朮)
Rhizoma Curcumae Longae (薑黃)
Rhizoma Cynanchi Stauntonii (白前)
Rhizoma Cyperi (香附)
Rhizoma Cyrtomii (貫眾)
Rhizoma Dioscoreae Bulbiferae (黃藥子)
Rhizoma Dioscoreae Cirrhosae (薯蕷)
Rhizoma Dioscoreae Hypoglaucae (粉萆薢)
Rhizoma Dioscoreae Nipponicae (穿山龍)
Rhizoma Dioscoreae Septemlobae (縮萆薢)
Rhizoma Dioscoreae Tokoro (山萆薢)
Rhizoma Drynariae (骨碎補)
Rhizoma Dryopteris Crassirhizomae (縮馬貫眾)
Rhizoma et Radix Baphicacanthis Cusiae (南板藍根)
Rhizoma et Radix Notopterygii (羌活)
Rhizoma Gastrodiae (天麻)
Rhizoma Homalomenae (千年健)
Rhizoma Ligustici (藜蘆)
Rhizoma Matteucciae (莢果蕨貫眾)
Rhizoma Menispermii (北豆根)
Rhizoma Osmundae (紫萁貫眾)
Rhizoma Panacis Japonici (竹節參)
Rhizoma Panacis Majoris (珠子參)
Rhizoma Paridis (重樓)
Rhizoma Picrorhizae (胡黃連)
Rhizoma Polygonati (黃精)
Rhizoma Polygoni Cuspidati (虎杖)
Rhizoma Saururi or Herba Saururi (三白草)
Rhizoma Smilacis Chinensis (菝葜)
Rhizoma Smilacis Glabrae (土茯苓)

Name

Rhizoma Sparganii (三棱)
Rhizoma Wenyujin Concisa (片薑黃)
Rhizoma Woodwardiae (狗脊貫眾)
Sal Ammoniacus (礞砂)
Scolopendra (蜈蚣)
Scorpio (全蠍)
Semen Abri Precatorii (相思子)
Semen Abutili (苘麻子)
Semen Aesculi (娑羅子)
Semen Allii Tuberosi (韭菜子)
Semen Alpiniae Katsumadai (草豆蔻)
Semen Arecae (檳榔)
Semen Astragali Complanati (沙苑子)
Semen Cassiae (決明子)
Semen Cassiae Occidentalis (望江南)
Semen Celosiae (青葙子)
Semen Cuscutae (菟絲子)
Semen Hoveniae (枳椇子)
Semen Hydnocarpi (大風子)
Semen Impatiensis (急性子)
Semen Lepidii or Semen Descurainiae
(葶藶子)
Semen Lini (亞麻子)
Semen Momordicae (木鱉子)

Name

Semen Myristicae (肉豆蔻)
Semen Nigellae (黑種草子)
Semen Oroxyli (木蝴蝶)
Semen Persicae (桃仁)
Semen Pharbitidis (牽牛子)
Semen Plantaginis (車前子)
Semen Platycladi (柏子仁)
Semen Ricini (蓖麻子)
Semen Sinapis (芥子)
Semen Sterculiae Lychnophorae
(胖大海)
Semen Trichosanthis (瓜蒌子)
Semen Trigonellae (胡蘆巴)
Semen Vaccariae (王不留行)
Spica Prunellae (夏枯草)
Spina Gleditsiae (皂角刺)
Spongilla (紫梢花)
Spora Lygodii (海金沙)
Stamen Nelumbinis (蓮鬚)
Stigma Croci (西紅花)
Styrax (蘇合香)
Tabanus (蛇蟲)
Tremolitus (陽起石)

Appendix 8: Weight Conversion Table

All weight units in the metric system, i.e. the weight units of kilograms, grams or milligrams should be used. The retail market in Hong Kong also customarily uses the catty (*sima*), tael (*sima*), mace (*sima*) and candareen (*sima*) as measuring units. In addition, the weight units customarily used in Hong Kong are different from those used in the mainland market.

(I) Conversion between the metric units and weight units customarily used in Hong Kong

1 kilogram = 1.65347 *catty (sima)*
100 gram = 2.64555 *tael (sima)*
10 gram = 0.264555 *tael (sima)*
1 gram = 0.0264555 *tael (sima)*

(II) Conversion between the weight units customarily used in Hong Kong and metric units

1 *catty (sima)* = 0.60478982 kilogram
1 *tael (sima)* = 1/16 *catty* = 37.7994 gram
1 *mace (sima)* = 1/160 *catty* = 3.77994 gram
1 *candareen (sima)* = 1/1600 *catty* = 377.994 milligram

(Remarks: please refer to the Weights and Measures Ordinance (Cap. 68) for details of this weight conversion.)



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