Bear Spray - Transaction Recording Example

Directions:
1. Fill out the date, time, customer's name, and select the type of identification they have used to purchase the bear spray.
2. Record either the customer's identification number (e.g. driver's licence number) **or** date of birth - both do not need to be recorded.
3. Check the box to confirm you are selling to a customer over 18 years of age.
4. Description of the can of OC spray - at minimum, the serial or registration number and brand name must be recorded. If there is no serial or registration number, record other identifying markings instead such as the colour and size.
5. Fill out the manufacturer name - this column and the previous description column can be prefilled if your store only sells one brand of bear spray.
6. Fill out the quantity sold, employee name or employee number - as long as the employee number can be tied back to the person who sold it.
7. These records contain sensitive personal information - keep the records secure and only accessible to those that are authorized and selling bear spray. Keep the records for 24 months.

Example:

Date (YYYY-MM-DD)	Time	Customer Name (Full legal name)	Type of Identification Used	Identification Number **OR** Date of Birth (YYYY-MM-DD)	Customer is 18 or over?	Description of Bear Spray (serial number, brand name, size, identifying markings)	Manufacturer of OC Spray	Quantity Sold	Employee name or Employee Number
2024-08-02	14:30	*First name, middle name(s), last name*	Government issued ID: ☑ Driver's Licence ☐ Identification Card ☐ Certificate of Indian Status Card ☐ Canadian Permanent Resident Card ☐ Passport ☐ Other (specify): _____ Issuing authority: *Alberta* Second piece of ID (**ONLY** if the government issued ID did not contain the full name, photograph, and date of birth): _____ Issuing authority: _____	ID Type: *Driver's Licence* No. or DOB: *123456-003* ID Type #2 (*if necessary*): _____ No. or DOB: _____	☑ Yes	*Frontiersman Bear Spray, Registration Number 23456, yellow can w/ red/black text, 225 g*	*Security Equipment Corporation*	*2*	*First name, last name*