



## UAF POLICY AND PROCEDURE STATEMENT

### **Policy/Procedure:**      Procedures for Ordering and Distributing Restricted Materials (Controlled Substances) – Biology

**Ordering.** The faculty researcher prepares a paper requisition for the controlled substance to be purchased. A copy of the approved research protocol (approved by the Institutional Animal Care and Use Committee; IACUC henceforth) with the approved requisition is submitted to the Stockroom for processing. The requisition is processed (either on-line or by paper) through Purchasing. The original purchase order is mailed to the department. If the items to be ordered are schedule I or II, a DEA Form -222 is obtained from the safe (two persons must be present, hereafter referred to as “witnessed”) and completed by the stockroom manager. The form is then approved by the Biological Sciences Department Chair. A copy of the DEA form is retained by the faculty researcher for record-keeping purposes. The rest of the DEA form is attached to the order form and mailed to the company.

**Receiving.** The material is delivered to the Biology Stockroom. The only person to receive the shipment is the Biology Stockroom Manager. He/she verifies the P.O., checks that the material shipped was as stated on the order and is undamaged, and the Purchaser’s copy of the DEA form is completed. Inventory paperwork is immediately initiated and filed. In accordance with DEA procedures, purchase records are maintained for two years. Material is put in the Stockroom safe (witnessed) and the researcher is notified that the shipment has been received.

When the controlled substance is required for the approved protocol, the researcher comes to the Stockroom and takes possession of the drug (witnessed) after completing the proper paperwork (see step 3. Bookkeeping). They are informed in writing (this document) that a log of their usage is required and that the material must be kept in a locked cabinet or drawer. A list of persons authorized to order and employ controlled substances in IACUC approved protocols shall be kept by the Stockroom Manager, and only those on the list may obtain controlled substances from the Stockroom Manager. Upon receipt, controlled substances are taken immediately to the researcher’s lab for secure storage.

**Bookkeeping.** The researcher completes a form that identifies the researcher’s responsibilities, the type of drug (along with its schedule number), and where the drug will be stored. They will read the form, then sign and date two copies of it. One copy is retained by the researcher. A copy of the approved IACUC protocol will be attached to the second signed copy and will be kept in a binder, in the Stockroom. Once the supply of the controlled substance has been exhausted, or if it has expired, they return the container to the Stockroom with the usage log. The Stockroom copy of the IACUC protocol and approval letter is removed from the binder, marked as complete, and put into the Stockroom safe together with the log sheet.

## **Controlled Substances - Biology**

Another form is a log form to record usage. Such a form will be given to the researcher when they accept possession of the controlled substance. All use of the controlled substance must be accurately documented on the form. On such log sheets, any discrepancies in measurements should be no more than  $\pm 10\%$  for large vials (50 mL or larger) and  $\pm 1$  mL for small vials (less than 50 mL).

Audit. Annually, an inventory of controlled substances is performed annually by the Stockroom Manager, on the same date, at the end of the work day or before the work day; additionally, a review is conducted monthly or quarterly the first year while policy is being implemented. In accordance with DEA procedures, inventory records for schedules I and II must be kept separate from the other schedules.

Disposal. Notify Ohio Board of Pharmacy of intent to dispose. Upon approval from them, complete DEA Form 41 and send it to DEA (form states exactly when and where disposal will occur; usually sink disposal used). Wait until we receive permission from them to proceed with disposal. Yearly permission should be requested from the Ohio Board of Pharmacy for disposal. After any disposals, inform the Board of details involved. Usually, disposal requires two witnesses plus a member of local law enforcement.