

Standard Operating Procedure for the Disposal of Controlled Substances

I. Purpose

To establish guidelines for the safe and proper disposal of controlled substances that satisfies the laws and regulations of the Drug Enforcement Agency (DEA).

II. Prerequisites

- A. Properly completed DEA Form 41
- B. Lab Coat
- C. Safety Glasses
- D. Nitrile gloves

III. Procedure

A. Make Arrangements for Disposal

Contact the Chemical & Environmental Safety Officer at 446-5146 or 446-5798. Arrangements will be made with the Campus Police Department to have a police officer present to witness the disposal of the controlled substance(s).

B. Disposal of Controlled Substance

1. The Chemical & Environmental Safety Officer, a police officer, and the registrant or the registrant's representative will meet at a designated time in Lester Hall, Room 126.
2. The registrant shall bring the controlled substance(s) and properly completed DEA Form 41.
3. The disposer shall don a labcoat, gloves and safety glasses. The controlled substance(s) will then be opened and poured directly into a container of flammable hazardous waste.
4. The disposer and the police officer will sign DEA Form 41.
5. The empty controlled substance container(s) will be placed in the Waste Pharmaceutical container in Lester Hall, Room 128.

C. Recordkeeping

1. The registrant shall provide the Chemical & Environmental Safety Officer with a copy of the signed DEA Form 41.

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2. The DEA Form 41 will be scanned and placed in the EH&S share drive.