Standard Operating Procedure

SOP Number: 02-18-5008
Service: Research
Operating Section: Administration
Unit: CMF
Title: Policies Governing the Use of Controlled Substances in Research

Purpose:
To describe policies and procedures regarding the procurement, storage, dispensing, use and disposal of controlled substances used in research.

Procedure:
1) Controlled substances for use in research must be ordered by each Principal Investigator or the departmental representative/designee.

2) Controlled substances must be kept in the licensee’s designated location under appropriate double locked conditions.

3) No transfers of controlled substances are to be made between LUC/HSD and any other institution.

4) Use of controlled substances will be appropriately recorded on the controlled substance receipt/usage log in each laboratory by the Principal Investigator. The record will include: bottle number, date used, amount administered, balance remaining (in multi-dose vials), name of person administering the controlled substance, LU# and species.

5) All controlled substances and records will be made available as required for inspection by internal or external inspecting officials.

6) All outdated or excess controlled substances must be picked up by the institutionally approved agency.

OFFICE USE ONLY:

APPROVALS

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