

Standard Operating Procedure

SOP Number: **02-18-5008**

Service: **Research**

Operating Section: **Administration**

Unit: **Comparative Medicine Facility (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. The CMF will dispense individual doses of controlled substances while the principal investigator is in the process of receiving a research DEA license if there is not a designee in their department. Arrangements must be made with the Clinical Veterinarian at least a week in advance to make sure the drug is available.
- 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 Loyola University Chicago, Health Sciences Campus (LUC/HSC) 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), expiration date, 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) Per the Drug Enforcement Administration (DEA) regulations, an inventory of controlled substances must be performed at least every other year.
- 7) Contact the Director of CTRE Operations, Research Compliance & Safety for all outdated or excess controlled substances. We currently use a securely stored commercially available controlled substance disposal system that is compliant with DEA chemical digestion methods. All signed and completed DEA Forms DEA-41 are kept electronically to document all approved disposals.

OFFICE USE ONLY:

APPROVALS

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|---------------------------------------|---|----------------------|-----------------------------|
| Responsible Official Signature |  | Date | 3/18/24 |
| QA Signature |  | Date | 03/18/2024 |
| Version #4 | Effective Date | Supersedes #3 | Original Date 9/7/11 |