

COMPARATIVE MEDICINE  
LABORATORY ANIMAL FACILITIES  
  
STANDARD OPERATING PROCEDURES  
for  
CONTROLLED DRUG PROCUREMENT

- 1.0 Purpose  
This procedure provides instruction to anyone wishing to purchase a whole bottle(s) of controlled drug under the CMLAF DEA license number
- 2.0 Scope  
This procedure applies to all CMLAF and Principal Investigator staff.
- 3.0 Procedure
- 3.1 A Controlled/Non-Controlled Drug Request Form must be completed.
- 3.2 Approval for dispensing is granted on the provision that the drug is listed on the PI's protocol. To verify this either:
- A. Obtain Darlene Campanella's signature on the request form or
  - B. Confirm by reviewing the current protocol
- 3.3 For a whole bottle of controlled drug to be dispensed, the P.I. must have an approved DEA double locked cabinet.
- A. A second set of keys for said drug cabinet is retained in the CMLAF safe in room 209.
- 3.4 To dispense drugs:
- A. Retrieve requested drug from safe and/or double locked cabinet in room 209.
  - B. The issued bottles are logged out of inventory in the drug log book.
  - C. Label the bottles with the following information: PI name, IACUC number, number of bottle out of number dispensed and date.
  - D. For each drug and/or bottle dispensed, a separate "Drug Sign Out Sheet" is dispensed to the investigator
  - E. Have the investigator or designated personnel picking up the requested drug, print, sign, and date the request form at the time of pick-up.
  - F. Instruct the investigator that their use of each aliquot of drug must be recorded on the Drug Sign Out Sheets.
  - G. The request form is filed in a folder by IACUC number heading, i.e. NSG.
  - H. The "Drug Sign Out Sheet" must be returned to the CMLAF along with the empty bottle when finished, prior to dispensing further drug of the same type.
    - 1. When empty bottle and drug sign out sheet are returned, the request form and sign out sheet are stapled together.
    - 2. The return is also recorded in the drug log book.
  - I. A bill is prepared for the requested drug and a dispensing fee.
  - J. The request for full bottles is submitted to Ms. Jennifer Mustillo.

- 3.5 For controlled drugs dispensed to locations other than South Campus:
- A. For CLASS 2 drugs:
1. Controlled drugs can be dispensed to other researchers at UB affiliated locations, that have a DEA license.
  2. A "Controlled Drug Dispensing Form" is completed.
  3. The PI must complete and submit a completed 222 form to the CMLAF for class 2 drugs.
  4. The blue copy of the 222 form is returned to the PI, the brown copy is filed in the CMLAF, and the green copy is mailed to the DEA office (within one month of transaction):  
  
Drug Enforcement Administration  
28 Church Street, Suite 300  
Buffalo, NY 14202
5. The drugs can be dispensed to a designate of the PI.
6. A copy of the Controlled Drug Dispensing Form, and the 222 form (blue) is dispensed with the drug.
7. A copy of the Controlled Drug Dispensing Form is filed in the CMLAF.
8. "Drug Sign Out Sheet" is not dispensed with these drugs, nor are the bottles labeled, nor are used/empty bottles returned to the CMLAF. The PIs are responsible for all record keeping and destruction of expired drugs since these drugs are issued under their own DEA license.
- B. For CLASS 3-5 drugs:
1. A copy of the DEA license and license number must be provided to the CMLAF upon request. 222 forms are not required.
  2. A Controlled Drug Dispensing form is dispensed and completed the same as described above.
  3. Email or call the PI to inform them that this order has been filled, naming the drug.
- 3.6 All drug records are retained for a minimum of four years at which time they are shredded.

LABORATORY ANIMAL FACILITIES &  
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DEA REGISTRATION #: PS0090073

# CONTROLLED DRUG DISPENSING FORM

PI NAME: \_\_\_\_\_

DEA LICENCE #: \_\_\_\_\_ EXP. DATE \_\_\_\_\_

INDIVIDUAL

DEPARTMENTAL

DEPARTMENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DRUG NAME: \_\_\_\_\_

QUANTITY: \_\_\_\_\_

LAF BOTTLE/BOX NUMBER: \_\_\_\_\_

DISPENSED TO:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS DRUG IS TO BE KEPT UNDER DIRECT SUPERVISION DURING  
TRANSPORTATION AND STORED IMMEDIATELY IN A DEPARTMENT SAFE OR  
CONTROLLED DRUG CABINET. THIS DRUG IS TO BE USED IN LAB ANIMALS, FOR  
RESEARCH PURPOSES ONLY.