

Procedure for Transporting Controlled Substances Through Public Spaces

1. Verify that the registrant is listed on the Animal Protocol for which the controlled substances will be used.
2. Withdraw only enough of the controlled substance needed for the procedure (i.e. – Preload syringes based on the animals weight. Each animal gets one syringe/dose).
3. Record the withdrawal in the Dispersion/Use log under the appropriate controlled substance section. It is recommended that an Animal Protocol number be associated with the entry.
4. Place the syringes in a container. The container should not allow anyone to see the contents inside. Additionally, you should be able to lock the container.
5. Any unused syringes should be labeled with the content and the expiration date and placed back into the controlled substance lockbox. Any partially used syringes should be labeled with the contents, the expiration date, and “Do Not Use – Drug Waste” and segregated within the controlled substance lockbox. The drug waste is then treated like expired drugs.
6. Contact EHS to arrange for disposal of controlled substances that are no longer needed.