

Documentation of Controlled Substance(s) Disposal in a DEA Registrant's Location (Example)

The Drug Enforcement Administration (DEA) has authorized the University of Iowa to dispose of controlled substances (CS) used in research at the University of Iowa.

The information recorded on this form must also be recorded on DEA Form 41. A copy of the DEA Form 41 must be given to EHS.

Each registrant must also keep a copy of the completed DEA Form 41 as required by 21 CFR 1304.22.

Disposal Date: _____ DEA Licensed Registrant (Print Name): _____

DEA Registration Number: _____ DEA Registrant Address _____
 (As appears on DEA Form 223)

Disposal Location (Room No. and Building): _____

CS Disposal Performed by: _____

 Print Name Signature Date

Employee Who Has Witnessed Disposal: _____

 Print Name Signature Date

Line No	Controlled Substance Name (and Lot number if known)	Destruction Method	Unopened/Expired Containers	Opened/Partially Used Containers	Abandoned/ Orphaned Containers	DEA Form 41 Completed and copies provided to EHS
			Qty. Destroyed (g or ml)	Qty. Destroyed (g or ml)	Qty. Destroyed (g or ml)	
1						<input type="checkbox"/> Yes
2						<input type="checkbox"/> Yes
3						<input type="checkbox"/> Yes
4						<input type="checkbox"/> Yes
5						<input type="checkbox"/> Yes
6						<input type="checkbox"/> Yes
7						<input type="checkbox"/> Yes
8						<input type="checkbox"/> Yes
9						<input type="checkbox"/> Yes
10						<input type="checkbox"/> Yes

1). The laboratory notifies Environmental Health & Safety (EHS) that it has a controlled substance that needs disposal. 2). An EHS representative will visit the lab prior to disposal. 3). On the agreed upon date of disposal, EHS will bring a Controlled Substance Disposal Kit and provide directions on how to conduct the disposal. 4). Disposal will be conducted by the Registrant or their duly appointed authorized employee and witnessed by an EHS employee. 5). Disposal consists of blending an aqueous solution of the controlled substance within a container of kitty litter. 6). EHS will take possession of and dispose of the container of controlled substance/kitty litter blend. 7). This form can be collocated with the respective daily dispensation record (Appendix B4 of Controlled Substances Guidelines) (or printed on the backside of Appendix B4).