Controlled Substance Use Policy

The Drug Enforcement Administration (DEA) of the United States Government and the Idaho Board of Pharmacy control the storage and use of controlled substances in Idaho. To ensure compliance with these regulations, the Campus Veterinarian and the Animal Care and Use Committee must approve all use of controlled substances on animal projects prior to their use. By signing out a bottle or dose of a drug from the main inventory, you are endorsing that you will follow all University of Idaho procedures regarding the appropriate handling and use of controlled substances. Failure to follow these policies will result in loss of drug use privileges at this institution and possibly criminal prosecution.

Labeling of Drugs

All prescription drugs and controlled substances for use in animal projects will be labeled in accordance with DEA and prescription drug laws before they are distributed to you. This label must remain on the container at all times. Human and animal safety instructions for the use of the drugs will also be supplied.

Drug Storage and Access

All controlled substances must be stored in a locked cabinet firmly attached to the building in which it is housed. If controlled substances are to be maintained in vehicles for use in the field, a lock box must be attached to the vehicle and controlled substances maintained in the lock box when not in use. Only the amount of drug to be used in one day should be maintained in the vehicle. Access to the locked storage areas in which controlled substances are maintained must be limited to the investigator listed on the Controlled Substance Usage Form. Others may administer the drug only under direct supervision by the identified investigator. Direct supervision means you have adequately trained the personnel in proper use, storage, and handling of the controlled substance, and are on the same premises and quickly and easily available. All empty bottles and bottles of outdated materials must be handled the same as any new supply.

Recording Drug Usage

Each container of controlled substances distributed has it's own identification number and corresponding Controlled Substance Usage Form. Complete information must be logged into the usage form for each dose of the drug that is administered including 1) the date the drug was administered, 2) the amount administered, 3) identification of the patient the drug was administered to, 4) and the signature of the individual administering the drug. If drug is spilled accidentally, an estimate of the amount of drug lost should be entered the same as an administration with a patient id of WASTE with a short explanation written on the usage form.

Disposing of Containers and Unneeded or Outdated Drugs

All empty or partially used containers, and containers holding drug that has reached its expiration date must be returned to the Campus Veterinarian along with the Controlled Substance Usage Form distributed with the bottle/container. This is necessary to verify that all drugs dispensed by the Campus Veterinarian can be accounted for and have been used for their intended purpose.

I have read, understand and agree to abide by the above policy.

Date: _____ Signature: _____