# Lab-specific DEA Controlled Substances Use SOP

**Review this SOP every two years.**

**Complete a separate SOP for each DEA schedule of controlled substances you handle (Schedule I, II, III, etc.) OR provide individual responses for each applicable schedule on a single form.**

**For comprehensive information about safely managing DEA Controlled Substances in your laboratory, visit the** [**EHS website**](https://ehs.mit.edu/chemical-safety-program/dea-controlled-substances/) **or contact EHS at** [**environment@mit.edu**](mailto:environment@mit.edu)**/ 617-452-3477.**

## Lab Overview

Principal Investigator (PI):

DLCI/Research Group:

CAC Protocol Number (if applicable):

Lab Location(s) of Controlled Substance Storage (Building and Room number):

Lab Location(s) of Controlled Substance Use (Building and Room number):

## Controlled Substance

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| Controlled Substance Schedule | Controlled Substance Name | Stock Concentration | Working Solutions Concentration |
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## Procurement

**Person(s) responsible for obtaining controlled substances via MIT Procurement and Sourcing**

(e.g. PI, EHS Rep, lab manager, DCM Rep, or all authorized users):

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## Security and Access Control

1. **Person(s) responsible for obtaining controlled substances via MIT Procurement and Sourcing**

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1. **Describe the type of locking structure and how it meets security requirements**

Describe the type of locking structure and how it meets security requirements (All controlled substances used at MIT must be double locked with the primary locking container immobilized (i.e. double locked wall-mounted safe, lock box tethered inside a locked bench cabinet, locked refrigerator, etc.)

1. **Procedure for accessing and returning controlled substances:**

Example: Authorized users needing to use a controlled substance will request the key to the lock box and locked cabinet from the “key keeper”. The user will retrieve the drug needed, lock the box and cabinet, and return the keys to the key keeper before proceeding to perform their experiment. Upon completion of an experiment, the authorized user will request the keys from the key keeper return the stock bottle to the lock box and return the keys to the key keeper. (Please add information on what to do when the key keeper is away.)

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1. **If a portion of the controlled substance was accidentally spilled or if it is missing, follow these steps:**

* Notify EHS 617-452-3477 / BSP@mit.edu immediately.
* If the substances were obtained from the Division of Comparative Medicine (DCM), notify DCM and EHS immediately.
* EHS will work with the registrant to perform an initial investigation to determine if the event is a suspected theft, a significant loss, or an insignificant loss.

The **license holder must report** suspected thefts or significant losses to the DEA within one business day.

1. **In case DEA controlled substances were determined as stolen**

* EHS will notify the MIT Police of investigations.
* The license holder must then submit DEA Form 106 within 45 days of the reported loss. EHS can assist in the completion and submission of this form.

## General Experimental Design

List or otherwise identify procedures that involve controlled substance use and explain the experimental objective.

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## Controlled Substance Preparation

Please describe step by step how to prepare stock and working solutions from receiving the drug through using it and finally disposing it. If you have more than one drug, and the drugs are prepared differently, duplicate this table and describe each drug preparation separately.

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| Steps | Hazards | Precautions  *(Describe PPE/containment and engineering controls such as ventilation)* |
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## Special Procedures

Consider addressing the following:

* Transport of controlled substances among laboratory spaces or from laboratory spaces to animal facilities.
* Security management of controlled substances during prolonged experimental procedures where researchers may need to exit for breaks.

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## Recordkeeping and Use Logs

Describe the process for tracking usage of controlled substances on usage logs.

Example: Authorized users will note their name date and volume of drug used upon withdrawal.

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## Clean Up and Destruction

* List the steps of the cleanup procedure.
* Indicate the potential waste produced during the experiment and include procedures for proper collection and disposal of the waste.
* Describe management of expired drugs or those needing to be destroyed.

**LABS ARE NOT ALLOWED TO DESTROY/DISCARD OF CONTROLLED SUBSTANCES THEMSELVES, PLEASE CONTACT EHS.**

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## Supporting Documents

Use this section to provide links to useful documents, such as previous publications related to the experiments, Safety Data Sheets, equipment manuals, or safety information related to the work

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## Training

**Course EHS00290w** is required for all new authorized users of controlled substances. This course must be renewed **every 3 years**. To access the training, please go to <http://web.mit.edu/training/learning_center.html>.

The course is available in the Learning Center Course Catalog, EHS Biosafety section (EHS00290W Use of Controlled Substances in a Laboratory).

**Person(s) responsible for reviewing the lab-specific SOP (this document) with new authorized users**

Example: SOP review can be done with the PI, another authorized user, the EHS rep, lab manager etc. Note: Training on lab- specific procedures associated with this SOP should be included

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| Name of Authorized User | Date of Training (EH00290w) | I have read my lab’s DEA Controlled Substance Use SOP *(sign & date)* |
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## PI Signature and Date

