SUBJECT: ACQUISITION, USE AND CONTROL OF CONTROLLED SUBSTANCES BY CAMPUS DEPARTMENTS

FORMS USED: Pharmacy Order (Form 721)
Service Department Blanket (Form 3348)
Controlled Substance Disposition Record [Form 3665 PHA (6/89)]

University of California Business and Finance Bulletin (Bus. 50) Pharmaceutical Services Policy No. 7000, Vault Security
Pharmaceutical Services Policy No. 8010, Authorization for Pharmacy Services
Procedures for the use of Controlled Substances in Non-Patient Care Areas

PURPOSE
To establish a procedure for campus departments to order, receive, store, and record the use of controlled substances listed in Schedule I to V for laboratory or animal use from the Department of Pharmaceutical Services. These procedures are established to meet the requirements of Federal Controlled Substances Act and State of California Uniform Controlled Substances Act.

POLICY
1) The Department of Pharmaceutical Services shall have the responsibility for the acquisition, distribution, and control of all controlled substances on the UCLA campus. The researcher DEA registration number issued to the Director of Pharmaceutical Services, as the designated purchasing officer for controlled substances on the UCLA campus, is the authority for all campus departments to order and use controlled substances for laboratory and research purposes not involving human subjects. No separate application for DEA registration is necessary by the individual researchers if used on the UCLA campus. If the research project is off campus, the principal investigator must be registered in the appropriate classification before obtaining controlled substances from the Department of Pharmaceutical Services.

2) The Department of Pharmaceutical Services shall also be responsible for the acquisition of Schedule I controlled substances but such requisition shall be accompanied by DEA Schedule I order form issued to the principal investigator. In addition, the principal investigator must have submitted a research application to the Research Advisory Panel of the State of California and have prior authorization to conduct research with the Schedule I substance.
3) All controlled substances shall be ordered on Pharmacy Order (form 721) signed by an authorized individual whose name must be on file in the Department of Pharmaceutical Services. An authorized individual may only be a principal investigator or department chairperson.

4) Pharmaceutical Services shall be responsible for the proper disposition of controlled substances that have expired or are no longer used or needed by the departments (refer to Policy 7105, Destruction of Controlled Substances).

PROCEDURE

1) In order to requisition a controlled substance, the requesting campus department must first complete an Authorization for Pharmaceutical Services and the individuals listed in section A must hold a certificate or license that provides the authority to order/possess a controlled substance (see Policy 8010, Interdepartmental Authorization for Pharmaceutical Services).

2) The controlled substance is ordered on Pharmacy Order (form 721) and shall be countersigned by the department chairperson or authorized principal investigator. The controlled substance order shall be on a separate order from any other drug requested.

3) The designated controlled substance personnel shall fill the order by issuing the controlled drug on a Controlled Substance Disposition Record (form 3665 PHA). Documentation of the issue shall be done according to Policy 7000, Controlled Substances General Provisions. An authorized individual shall sign for the controlled substance on form 721 on delivery and receipt of the Controlled Substance Disposition Record. The signed receipt of delivery shall be retained by the Controlled Substance Vault staff, and the record keeping portion of Controlled Substance Disposition Record shall be retained by the ordering department. All doses administered shall be recorded on the record sheet with the following information:

   a) Date used
   b) Animal number or project number
   c) Name of principal investigator
   d) Dose used
   e) Volume used if injectable or solution
   f) Authorized person administering the controlled substance

4) When all doses issued on Controlled Substance Disposition Record (form 3665 PHA) have been recorded and accounted for on the record sheet, the requesting department staff shall return the form and the empty container to the Controlled Substances Vault. Subsequent re-orders shall be on replacement basis.

5) Effective control procedures shall be established in the requesting Department to prevent theft and diversion of the controlled substances. The controlled substance shall be kept in a locked cabinet or drawer and access to keys for these areas restricted to the principal investigator(s), his/her designee or the department chairperson. The requesting Department shall maintain a Master Controlled Substance Log for all controlled substance obtained from the pharmacy, filed by their respective sheet control numbers.

6) All controlled substances that have expired or are unusable due to deterioration or damage and those drugs not currently being used shall be returned to the Controlled Substance Vault for proper disposition (Refer to Policy 7105, Destruction of Controlled Substances).

7) Detailed policies and procedures that must be followed by campus departments for the procurement, storage, and documentation of administration are delineated in the booklet “Procedures for the Use of Controlled Substances in Non-patient Care Areas”.

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Effective Date: March 28, 2008
Revised Date: December 1, 2003
Revised Date: December 3, 1997
Revised Date: December 12, 1994
Revised Date: February 25, 1992
Revised Date: February 18, 1989
Original Date: September 10, 1980