LAB-SPECIFIC DEA CONTROLLED SUBSTANCES USE SOP

For comprehensive information about management of DEA Controlled Substances in your laboratory, visit <http://ehs.mit.edu/chemical-safety-program/dea-controlled-substances/>

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| **LABORATORY INFORMATION** | |
| **Principal Investigator (PI):** | **Revision #:** |
| **PI Signature and Date:** | |
| **Department, Lab or Center (DLC):** | |
| **Lab locations of controlled substance storage and use (building and room number):** | |
| **Schedule(s) of Controlled Substance(s) Used:** | |
| **GENERAL PROCEDURES** | |
| **Purpose of controlled substance use** (list or otherwise identify procedures that involve controlled substance use)**:** | |
| **PROCUREMENT OF CONTROLLED SUBSTANCES** | |
| **Controlled substances are obtained by:**  Requesting drug from DCM Pharmacy  Ordering direct from supplier via MIT Procurement and Sourcing | |
| **Person(s) responsible for obtaining controlled substances via MIT Procurement and Sourcing or the DCM Pharmacy:**  (e.g. PI, EHS Rep, lab manager, DCM Rep, or all authorized users) | |
| **SECURITY & ACCESS CONTROL** | |
| **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.)  **Is the laboratory room locked at all times?** Yes  No | |
| **Person(s) authorized to access secured drug stores:**  (e.g. PI, EHS Rep, lab manager, DCM Rep, or all authorized users) | |
| **Procedure for accessing and returning controlled substances from lab drug stores:**  (**Example:** Authorized users needing to use a controlled substance will request the key to the lock box and locked cabinet from the lab manager. The user will retrieve the drug needed, lock the box and cabinet, and return the keys to the lab manager before proceeding to perform their experiment. Upon completion of an experiment, the authorized user will request the keys from the lab manager, return the stock bottle to the lock box, and return the keys to the lab manager) | |
| **Procedures for reporting lost or stolen controlled substances (all thefts or losses of controlled substances must be reported to EHS immediately upon discovery):** | |
| **RECORDKEEPING** | |
| **Procedure for updating drug use logs:**  (Describe the process for tracking usage of controlled substances on usage logs. E.g. authorized user will note their name and date when obtaining a drug from secured storage. Upon completion of an experiment and return of the stock bottle to secure storage, they will note the volume of drug used.) | |
| **TRAINING** | |
| **Required training:**  **Course EHS 290w 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**](http://web.mit.edu/training/learning_center.html)**.**  **The course is available in the Course Catalog, EHS Biosafety section (EHS290W Use of Controlled Substances in a Laboratory).** | |
| **Person(s) responsible for reviewing the lab-specific SOP (this document) with new authorized users:**  (e.g. SOP review can be done with the PI, another authorized user, the EHS rep, lab manager etc. Any specific lab procedures should be included in this training) | |
| **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 restroom breaks** * **management of expired drugs or those needing to be destroyed** | |

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| **Name of Authorized User** | **Date of Training**  **(EHS 290w)** | **I have read my lab’s DEA Controlled Substance Use SOP**  (sign and date) |
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