Standard Operating Procedures For Expired Controlled Substances Waste Disposal

Purpose

The purpose of this document is to establish defined standard operating procedures for disposal of DEA Schedule I, II, III, IV and V controlled substances. This procedure provides research and clinical personnel assistance with disposing of unwanted or expired controlled substances in a safe and controlled manner.

Applicability

This standard operating procedure applies to all DEA laboratories present on University of North Texas Health Science Center campus.

Procedure

- In every six months UNTHSC Environmental Health and safety office in consultation with Research office will schedule reverse distribution event (2-4hrs) to transfer the waste from laboratories to a DEA approved reverse distributor.
- The registrant (Principal Investigator) must fill out the appropriate form provided by the DEA approved reverse distributor.
- The registrant and/or the designated person from his/her laboratory should bring a copy of the completed form and the corresponding controlled substance that need to be destroyed.
- The registrant should keep a copy of the signed form (proof of transfer) in their records.
- All the collected substances will be destroyed in the designated facility by reverse distributor and will issue the signed proof of destruction.
- All registrants can also work directly with any DEA approved reverse distributor for the disposal of expired/ unused controlled substance. A list of DEA approved revere distributors are provided on UNTHSC environmental health and safety web page. [https://www.unthsc.edu/safety/biosafety/controlled-substances/](https://www.unthsc.edu/safety/biosafety/controlled-substances/)

Recordkeeping

The Environmental Health and Safety Department will also maintain a copy of all transfer paperwork for disposals associated with current DEA Registrants.

11/1/2018
DEA Approval 11/5/2018