



SAFETY ALERT

Controlled Substance Program

RISK MANAGEMENT & SAFETY

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Category: Occ. Health & Controlled Substances
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Important Notice – NEW Controlled Substance Program



With support from the Laboratory Safety Advisory Committee, RMS is presenting a new Controlled Substance Program ([link](#)). This procedure is designed to provide guidance and resource information for University faculty and staff who utilize controlled substances in teaching and research at the University. It outlines compliance requirements with U.S. Drug Enforcement Administration (DEA) and the Indiana Board of Pharmacy (IBOP).

This procedure provides the requirements and processes for the following:

- Registration and licensing
- Purchasing, receiving and inventorying of controlled substances
- Storage, security and access
- Theft, loss or unauthorized use of controlled substances
- Abandoned substances
- Destruction of controlled substances

Also included in the program is an internal auditing process. Risk Management & Safety is responsible for conducting and completing semi-annual audits of laboratories that use controlled substances to evaluate and assess the laboratory's compliance with state and federal requirements.

Audits are scheduled to begin in September and will be comprised of one paperwork audit and one field audit. Participation from the licensee or designee is only required for field audits. The audits will be documented with results communicated to the licensee, Associate Director of Research Safety, and the Office of Research. RMS will coordinate with each licensee to schedule audits.

If you have any questions please contact RMS. The new [Controlled Substance Program \(Link\)](#), [Training Deck \(Link\)](#) and [Checklist for Licensees \(Link\)](#) are available on the [RMS web site \(Link\)](#).

