



SAFETY NOTICE

DEA Inspection Results

RISK MANAGEMENT & SAFETY

Date: October 24, 2016
Category: Controlled Substances
RMS Contact: Erin Hafner, ehafner@nd.edu

Contact RMS:

Tel: 1-5037

Description

On Friday, October 14th, the Drug Enforcement Administration (DEA) conducted an unannounced inspection of a University DEA license holder to assess compliance to the DEA's regulations. The inspection included a review of all documentation records and physical inventory on-hand.

During the inspection the license holder was asked to draw substances out of each open bottle using a syringe so that the inspector could measure exactly how much had been used and whether that matched the amounts documented on inventory tally sheets. After review, inventory discrepancies were discovered.

Opportunities for Improvement

The inspector suggested that use of tally sheets alone to track the amount of each drug administered or dispensed was an insufficient means for tracking inventories. The inspector provided a few suggested solutions which are as follows:

1. Weighing the bottles each time a drug is dispensed and tracking the weight, or
2. Periodically using a syringe to obtain an accurate measurement of the drug left in the bottle.

Additionally, the inspector stressed the necessity that inventory records must match the exact amount of drug left in the bottle and that records not matching on-hand inventory is a violation of DEA regulations that could result in fines and/or penalties.

Future Plans

It is our understanding that the DEA will be inspecting the University's controlled substance license holders more frequently. In preparation, each license holder should review their processes and procedures as well as the University's [Controlled Substance Program](#). Additional information can be found on the [DEA website](#).

All safety communications can be found at <http://riskmanagement.nd.edu/safety-alerts/>.