

UC Irvine Controlled Substance Responsibilities List

UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT (UCOP)

UCOP has responsibility for the establishment of policy [BUS-50](#), Acquisition and Use of Narcotics and Dangerous Drugs. The Associate Vice Chancellor of Administrative and Business Services on the Chancellor's immediate staff has been delegated as the certifying officer to sign required documents in connection with the acquisition and use of controlled substances. The Director of Materiel Management has been further delegated such authority. ([IDA267](#)) (revision pending).

ENVIRONMENTAL HEALTH & SAFETY

Director of Environmental Health & Safety, in collaboration with the Occupational Health Program Coordinator, responsibilities include:

- Oversight of the Controlled Substance Program at the University of California , Irvine . (pending)
- Maintain D.E.A. registrations to conduct chemical analysis, instructional activities, and research.
- Maintain procedure manual: **Controlled Substance Use in Research** which provides training to researchers on acquisition, recordkeeping, and disposal of controlled substances.
- Authority to sign applications for registration, DEA order form 222, and reports required under federal and state regulations.
- Approve and maintain list of Authorized Users of controlled substances.
- Pre-approve purchases of controlled substances and List I chemicals.
- Approve transfers in accordance with DEA regulations.
- Maintain files with documentation of all acquisitions picked up from the Student Health Center pharmacy.
- Conduct campus-wide inventory of controlled substances used in research every 2 years.
- Provide disposal service to researchers for expired or no longer needed drugs.
- Consult with researchers on matters related to controlled substance use.
- Coordinate with reverse distributor for disposal of drugs.
- Collaborate with UCOP on controlled substance issues, as needed.
- Coordinate with state and federal agencies on all compliance related matters.
- Orientation of EH&S Laboratory Surveyors who perform safety inspections every 2 years of research laboratories to proper storage of controlled substances.
- Conduct random inspections of research laboratories for proper storage and recordkeeping of controlled substances.

MATERIELS MANAGEMENT

Director of the Department of Materiel's Management responsibilities include:

- Provide copy of D.E.A. registration (renewals) to vendors.
- Obtain approval from EH&S prior to processing orders.
- Process orders with vendors.
- Notify Student Health Center pharmacy when orders are processed.
- Contract with reverse (disposal) vendor to dispose of controlled substances.
- Report on DEA form 222 all Schedule I and II orders to the DEA.
- Maintain copy of each DEA form 222 with the corresponding purchase order for 3 years.
- Maintain Schedule I and II controlled substance purchase records separate from III – V.
- Store campus supply of Form 222 in a secure manner to prevent theft or loss.

STUDENT HEALTH CENTER PHARMACY

Director of the Pharmacy responsibilities include:

1. Accept delivery of orders, open and verify accuracy of order, and notifies the vendor of any missing or incorrect orders by the next business day following delivery.

2. Store drugs in a manner consistent with California pharmacy law with access limited to pharmacy personnel.
3. Notify Lead Researcher when orders arrive.
4. Verify counts of controlled substances transferred to individuals with authorization to pick up orders who present photo identification.
5. Forward documentation of order picked up to EH&S.
6. Maintain locked storage of drugs for disposal pending transfer to reverse distributor.
7. Provide a Usage Log to individual who picks up shipment.

LEAD RESEARCHER

Lead Researchers responsibilities include:

- Obtain "Authorized User" status and comply with all procedures as described in the procedure manual: **Controlled Substance Use in Research** to acquire and use controlled substances or List I Chemicals or precursor chemicals for research and instructional purposes.
- Complete Application for Controlled Substance Use.
- Assure that all staff and students with access to controlled substances in conjunction with their research obtain "Authorized User" status and comply with all procedures as described in the procedure manual: **Controlled Substance Use in Research** .
- Pick up orders from the Student Health Center pharmacy within 3 working days of notification of delivery. May delegate research personnel for pick up according to proper procedures.
- Provide appropriate secured storage of drugs consistent with procedure manual.
- Maintain Controlled Substance Usage Logs with purchase order invoice for 3 years.
- Submit inventory to EH&S every 2 years as requested.
- Request disposal of any expired or no longer needed controlled substances according to proper procedures.
- Notify EH&S of suspected missing drugs. Comply with investigation by EH&S, UCI Police Department, and DEA, as requested.

RESEARCH PERSONNEL

Research personnel responsibilities include:

- Obtain "Authorized User" status to use controlled substances as described in the procedure manual: **Controlled Substance Use in Research** .
- Complete Application for Controlled Substance Use.
- Maintain usage log according to proper procedures.
- Maintain security of drugs at all times.

DEPARTMENT CHAIR

Department chair responsibilities include:

- Provide authorization to researchers for appropriate use of controlled substances.

OFFICE OF RESEARCH ADMINISTRATION

Institutional Animal Care and Use Committee (IACUC) responsibilities include:

- Provide EHS a report of IACUC-approved protocols utilizing controlled substances.
- Perform twice yearly inspections of animal research laboratories for proper storage of controlled substances.

Institutional Review Board (IRB) responsibilities include:

- Provide EHS a report IRB-approved protocols utilizing controlled substances.