

## **Use and Safe Storage of Controlled Substances**

The use of controlled substances in research and teaching activities at Rice University is described in the Rice University Policy No. 313 and restricted to only those individuals who hold a valid US Drug Enforcement Agency (DEA) Controlled Substance Registration Certificate <http://www.dea diversion.usdoj.gov/drugreg/> .

Research Involving Controlled Substances Controlled substances are any drugs or chemical substances whose possession and use are regulated under the United States Controlled Substances Act. Management and possession criteria differ depending on the controlled substances "schedule". All controlled substances must be purchased in accordance with the Rice Purchasing Policy, and possession and management of the substance(s) must follow the guidelines published on the websites of the U.S. Department of Justice Office of Diversion Control and Environmental Health and Safety. Researchers using these materials must possess a license for the scheduled material, adhere to required safeguards for storing and using such materials securely and maintain records on their use and disposal

Any Principal Investigator who conducts research which requires the purchase, possession and or use of a controlled substance, must have a current registration in their name or be listed on the registration under the university department's name. It is the responsibility of the researcher to ensure that they are in full compliance with all federal and state laws and regulations regarding acquisition, storage, inventory maintenance and disposal of controlled substances.

Any Principal Investigator who obtains a DEA must:

File a copy of the Certificate in the;  
Locked Storage box with the controlled substances and with the  
Environmental Health and Safety Department

### **Storage**

Strict controls of inventory and storage are mandated by federal law. All controlled substances must be stored in a secure, substantially constructed cabinet, in a locked location with limited access.

### **Work Practices**

Controlled substances must never be left unattended at any time. Discovery of an unattended controlled substances or an unsecured storage area may result in the suspension of use.

### **Container Labeling**

Controlled substances should not be transferred from the original containers for inventory purposes. Identifying labels should not be removed from the original containers.

### **Inventory and Recordkeeping**

Records of the use of a Controlled Substance must be maintained. All material must be accounted for in the written form of a record book or log sheet. Any loss/theft or diversion of controlled substances must be reported immediately to the Department Chairperson, the Environmental Health and Safety Department and the DEA.

**Disposal of Controlled Substances**

Controlled substances must be disposed of through the Environmental Health and Safety Department. All material should be properly accounted for and the material must not be disposed via the sanitary sewer system.