

### Storage of Controlled Drugs - Policy & Procedures

Controlled substances are often used in research settings for anesthesia, analgesia, sedation or euthanasia. Controlled substances are drugs which are regulated by the Drug Enforcement Administration (DEA) because of potential for abuse. The presence of such drugs on the premises poses a risk of theft or diversion to an unapproved use.

The University of Vermont has a permit from the DEA to obtain and use controlled substances. Examples of these drugs used here at UVM are sodium pentobarbital, thiopental sodium, fentanyl, buprenorphine and ketamine. In order to retain our permit, it is critical that investigators store drugs safely and maintain accurate inventory records.

- 1) Controlled substances must be stored in a double-locked cabinet which is fastened to the wall. The key to this drug safe must be kept in a secure place away from the drug storage safe. The key to the drug storage safe should not be on a shelf or in a drawer immediately adjacent to the drug-storage site or left on top of the drug storage safe. Many laboratories have already installed these storage cabinets; a researcher who purchases only a small amount of controlled drugs and who does not have such a safe may be able to store the materials in another laboratory.
- 2) All controlled substances for use in animals must be purchased through the Animal Resources Center (ARC) office. The ARC will provide a corresponding drug usage log for the drug purchased. The log must be maintained with the following information: date, protocol #, animal ID #, amount used, research team member's initials, and balance of drug in inventory. The log must be kept in a secure place outside the drug storage cabinet.
- 3) Prior to first purchasing a controlled substance, the responsible person on the IACUC protocol must complete the brief training entitled "Controlled Drugs" at the following link: <https://www.uvm.edu/~oacm/training/> and submit the relevant quiz.
- 4) When a bottle of a controlled substance is used up, the empty bottle along with the log sheet must be returned to the ARC, C024 Given (for information contact veterinary technicians' office, 656-8708).
- 5) Controlled substances which have expired also must be returned to the ARC for disposal, along with usage logs.
- 6) If it is necessary to dilute a controlled substances or transfer into a container other than the original bottle, the following guidelines must be followed:
  - a. The diluted or transferred product should be marked with the name of the drug, ARC log #, drug's lot number and expiration date, and the date when opened or diluted
  - b. Drugs for parenteral use must be diluted and/or transferred aseptically (i.e. diluted with sterile saline or sterile water into a sterile vial using sterile transfer equipment under a laminar flow hood). Diluted buprenorphine, if stored in the refrigerator and protected from light, may be kept up to 30 days. Undiluted buprenorphine, if stored aseptically in a stoppered vial, may be kept for a maximum of 60 days or until a precipitate forms in the vial,
  - c. It is not necessary to handle drugs for oral administration aseptically, however, drugs which are mixed with food or fluid for oral administration should be refrigerated and used within 30 days. These diluted products must be clearly labeled as specified above.

- 7) Non-controlled substances used for anesthesia or analgesia, such as xylazine, isoflurane or halothane, are NOT to be kept in the controlled substances cabinet. However, the researcher should consider storing these agents in such a way that the drugs are not visible or accessible to the casual laboratory visitor.