STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 014.6   Date Issued: 11/00   Date Revised: 01/22   Page 1 of 5

TITLE: **Controlled Substances**
SCOPE: Research and Animal Program Personnel
RESPONSIBILITY: Research Coordinator, Veterinary Care Manager, Facility Managers,
                     and All Animal Program Personnel
PURPOSE: Comparative Medicine. The Assistant Director receives the controlled
substance(s), maintains the *Master Log*, disperses to Facility Managers, conducts biennial inventories, and administers the final closeout/disposal of all controlled substances.

2. The Assistant Director is responsible for maintaining records of certification of all principal investigators (PI) and their designated research staff using DEA Schedules II-V controlled substances in IACUC approved preclinical research at the University of South Florida.

3. Any DEA Schedule I-V controlled substances for non-preclinical use should contact Research Integrity & Compliance.

4. Facility Managers are responsible for dispensing controlled substances and maintaining records of all controlled substance use associated with the facility they manage.

III.   POLICY

1. University policies regarding procurement, distribution, use, security, and record- keeping of controlled substances regulated by the Drug Enforcement Administration (DEA) are guided by the regulations detailed in *21 CFR 1300-1308*.

2. **Any faculty member requesting, possessing, or using any Schedules II-V controlled substance in IACUC approved preclinical research or teaching must be registered with the Division of Comparative Medicine**, c/o the

      b. Each time the controlled substance is used, the date, the volume removed from the vial, the initials of the person removing it, and the balance remaining in the vial is recorded on the ***Record of Use Log***.

      c. When the vial of controlled substance is depleted, the PI signs the log confirming that the log accurately reflects the usage and returns it to the appropriate Comparative Medicine Facility Manager.

6. Procedure.3(,)-6.6(41 Td [(vMC   /P <</MCID 3 >vMC06a2PID Td (5)Tj 0.]TJ 0 Tc 0 T4(i)2.6()/4f)-1