

 Environmental Health and Safety TITLE: Loss and Diversion Detection of Controlled Substances	Effective Date: 05/25/2018	Instruction Number: EHS_SOP350_INST001
	Revision: 1	Page 1 of 3
	Approved by Date:	

1. APPLICABILITY

Access to controlled substances (CS) must be kept to an absolute minimum number of specifically authorized users who are under the supervision of the registrant. CS must have at minimum two levels of security.

2. PROCEDURE STATEMENT

The primary purpose of purchasing, storing and using CS is to conduct educational research. This SOP can be used as a guidance to determine how to detect loss and diversion detection of CS.

3. DEFINITIONS

CS: Controlled Substances.

4. RESPONSIBILITY

Authorized users must notify the registrant prior to gaining access to the safe and the subsequent use of a CS. The CS must be weighed after each use and the dispensed amount must be logged in the assigned EHS_SOP350_FORM008 CS Use Log. The weight of the container (including the cap) before and after dispensing the drug must be recorded, along with the amount that was dispensed. Weights must be recorded to the nearest 0.01 g. In addition, the balance must be properly tared; if not, a notation should be made in the Use Log.

Major losses due to a spill must be logged and reported to EHS immediately. The EHS_SOP350_FORM008 Controlled Substances Spill Record Form must be completed.

5. ASSOCIATED DOCUMENTS

EHS_SOP350_FORM004 Spill Record
 EHS_SOP350_FORM008 Use Log

6. INSTRUCTION

Use the space below and describe the steps you will take detect loss and diversion. This SOP must be in your Controlled Substances Manual. Describe the method(s) for detecting loss and diversion of controlled substances:

7. RECORD KEEPING

Any materials dispensed must be logged in the EHS_SOP350_FORM008 CS Use Log by the user. Major discrepancies in weights must be notified to the HSC Safety Coordinator immediately for further investigation. Changes in weight due to moisture, obvious decomposition, or hygroscopicity do not need to be reported, but should be noted in the Use Log.

DEA 222 forms must be locked, CS Use Log and copies of purchasing records should be kept secured. Mixtures (solutions) must be kept secured and locked where it is being stored in the room as indicated in the DEA registration.

8. DISTRIBUTION

This document is shared through:

- EHS only Facility and Safety UCF community
 Secured Document Contractor EHS Web site
 Other: _____

9. REVIEW

	Name	Signature	Date
Coordinator			

10. DOCUMENT HISTORY

Date	Revision number	Author	Modifications
04/26/2018	0	Casey Brock	Format based on EHS_SOP001