

Administrative Process for the Purchase and Use of Controlled Substances in Research

Effective April 7, 2017

Scope

These guidelines pertain to all research faculty and staff using controlled substances (CS) in their research in the College under the colleges' DEA license. All personnel must also follow the [OSU Controlled Substances Policy](#).

If you hold a private DEA license you are also required to follow the [OSU Controlled Substances Policy](#).

Guidelines and Procedures

- You must have an approved IACUC protocol or other documentation on why you need to have CS in your research. This must include what drugs are needed and the methodology used.
- Any person who will be handling the CS must receive training on the handling and control of CS *prior to* ordering or using any CS. OSU DEA form [3](#) & [4](#) must also be completed and filed with Jeanne Green, Research Administration Manager (RAM).
- **All requests** for CS must be made through the Research Managers office.
- Electronic copies of all drug logs and other applicable documents are in the **Compliance Folder** on the shared drive. This folder has limited accessibility. Paper copies are kept in the RAM office.
- When drugs are ordered, a notification must be electronically sent to the PI and the College Dean of Research. A copy of this email will be kept in the individual PI's CS folder. The logs in the **COP Drug Logs – COP-Main** are also updated at this point.
- Upon arrival, the RAM and 1 other person (Senior Associate Dean for Research, Building Manager, Member of the CBO) must sign and date the shipping paperwork/packing slip. The original packing slip with signatures will be kept in the Main Log book along with an updated Master Receiving Log.
- Once drugs have been received, complete above logs and update individual PI log records. Print out applicable pages (Individual Drug Log and Controlled Drug Usage Log) for filing in the individual PI log book(s).
- When the PI or their designee receives the drug, the Usage Log will be given to them. A place holder will be put in the PI log book with a notation of the date the drug was picked up, the name of the person picking the drug up and the lab location. The person receiving the drug must also sign the packing slip (housed in the Main COP Log Book) to create a paper trail of the physical chain of custody of the individual drug bottles.
- All Usage logs must be returned when drugs are depleted or prior to more drugs being ordered.
- All drugs must be stored in a locked cabinet in the location listed on OSU Form 3 (see above),

At a minimum, on an annual basis, the current Associate Dean of Research, the Research Administration Manager and the University Lab Animal Resources Director, who will act as an outside consultant, will conduct a physical inventory of all CS and logs. These inventories will normally take place in the month of January and a notification of the exact date/time will be sent out at least 2 days prior to the actual inventory being taken. Inspections/audits and inventories can be taken more often at the discretion of the Dean of Research.