

ULM College of Pharmacy
Requirements for the Acquisition and Use of Controlled Drugs in Research
and Teaching Animals
(2008-2009)
(Approved 02/02/2009)

The College of Pharmacy at the University of Louisiana at Monroe (ULM) has a Controlled and Dangerous Substance License (CDS) under the name of the current Director of Graduate Studies and Research within the College. This license was obtained through an application made to the Louisiana Board of Pharmacy. Faculty members within the College of Pharmacy who do not have their own CDS License and are wishing to buy or receive controlled substances for use in University sponsored projects involved in research and/or teaching must contact the Director of Graduate Studies and Research permission prior to ordering or receiving controlled substances under their DEA license. The College of Pharmacy purchasing unit will not process orders without prior approval. All controlled substance orders will be shipped to the attention of the individual listed on the CDS License in order to ensure proper record keeping. Contact information for this designated individual is:

College of Pharmacy, Director of Graduate Studies and Research
Phone number is 318-342-1958
Email: sylvester@ulm.edu

The Controlled Substance Act mandates registration for research and teaching facilities if controlled substances are used. Faculty members are required to have approved animal protocols by the ULM College of Pharmacy Lab Animal Care Committee for use of controlled substances (i.e. analgesia, anesthesia, and euthanasia) on animals. This approval is required in order to assure that proper anesthesia and analgesia is provided for research and teaching animals and humane methods of euthanasia are employed when necessary.

The CDS License and approved animal protocols places specific responsibilities on both the Director of Graduate Studies and Research and individual faculty members who are issued the drugs. Described below are some of the requirements faculty must agree to when acquiring controlled substances and individual faculty will assume certain responsibilities associated with the use of controlled substances.

Record Keeping:

After delivery of controlled substances to the Director of Graduate Studies and Research, drugs will be dispensed to only the faculty member that ordered it. A bound log book will keep record of the date and amount of the drug received, and the date and amount of drug that was dispensed at any given time to appropriate faculty members. Long-term storage of drugs will be provided by the Director of Graduate Studies and Research. A locked, substantially constructed cabinet with limited access will be used for storage.

When drugs are dispensed to individual faculty members, a record of use of the drug issued must be kept. To best accomplish this task, a permanent bound laboratory note book will be used to keep track of kind and amount of the drug, and the date the drug was received. The log book is to be updated each time a drug is used. The log will also keep record of each time the drug was used with the date, amount of drug used, individual administering the drug and the purpose of use. No additional drugs will be issued to an investigator if it is found that such a record of use is not being maintained.

Every six months, the Director of Graduate Studies and Research in the College of Pharmacy will inventory the drugs stocks kept in long-term storage. This inventory will be inspected and verified by the Associate Dean of Operations in the College of Pharmacy and noted in the log book.

Storage & Security:

Controlled substances must be stored securely after being dispensed to individual faculty. Drugs issued to faculty must not be left sitting on shelves, tables, desks or in lab coat pockets when not in use. A locked, substantially constructed cabinet with limited access needs to be used for storage.

Disposal:

If a controlled substance is issued to a faculty member expires OR there is no further need for the drug, individual faculty members must dispose of these compounds in accordance with United State Drug Enforcement Agency (DEA) regulations, or faculty can contact the Director of Graduate Studies and Research in the College of Pharmacy for more information.

Individual assistance from faculty, staff and students in assuring DEA regulations governing the use of controlled substances will be greatly appreciated. Any questions regarding controlled substances and use should be directed to the Director of Graduate Studies and Research in the College of Pharmacy at 342-1958.