Teaching With Controlled Substances

The purpose of this policy is to establish university guidelines which are consistent with the Code of Federal Regulations, 21CFR Part 1300, the Iowa Administrative Code, Chapter 657 and any updated versions of these regulations. This policy applies only to controlled substances used for teaching which are procured through the Iowa State University (ISU) Purchasing Department using registration numbers A04102353 (federal) and 4500435 (Iowa).

A. Storage Security

All controlled substances shall be stored in a locked cabinet with a solid door within an area that can be locked. The number of keys to the cabinet shall be kept to a minimum with a suggested maximum of three.

B. Controlled Substance Log

A log shall be maintained in each location where controlled substances are stored. The log shall contain a separate page for each controlled substance. Information to be kept in each log shall include the following:

When new drugs are received:

- Date received at the storage location
- Substance name
- Vendor
- Quantity and strength of each substance added to the storage area
- Name of individual adding product to the inventory

When drugs are utilized for teaching purposes or surrendered to the proper state agency, such as the Iowa Board of Pharmacy Examiners, the DEA, or registered DEA reverse distributors:

- Date used or disposed
- Quantity dispensed
- Strength dispensed
- Name of person to whom dispensed
- Quantity remaining in inventory
C. Disposal

♦ Any amount of controlled substance waste shall be disposed of by the Iowa Board of Pharmacy or witnessed by an agent of the Board.

♦ An “Inventory of Drugs Destroyed or Surrendered” form must be completed and signed by an agent of the Iowa Board of Pharmacy Examiners. One copy shall be made available to the Iowa Board of Pharmacy and one copy shall be sent to EH&S, 118 Agronomy Lab.

♦ EH&S, with assistance from the Iowa Board of Pharmacy Examiners or other authorized DEA licensed/registered groups, will collect and destroy controlled substances upon request.

D. Inventory and Audit

In addition to the previously listed requirements, persons using controlled substances for teaching must:

♦ Submit an inventory of controlled substances upon request of the ISU Purchasing Department (every two years).

♦ Host an annual security and recordkeeping audit by EH&S.

E. Purchasing Controlled Substances

Controlled substance purchasing is coordinated through the ISU Purchasing Department. For more information, contact Purchasing by phone at 294-4860 or visit the Purchasing home page at: http://www.public.iastate.edu/~purchasing/.

Applications for controlled substance registration numbers may be obtained by contacting:

Drug Enforcement Administration
Attn: Diversions
Room 937
Federal Bldg.
210 Walnut St.
Des Moines, IA. 50309
(515) 284-4700 or 4709