



Office of Environmental Health and Safety

Guideline

Scheduled Drug Ordering and Disposal

Effective Date: January, 2022

1. Background

The Controlled Substances Act, adopted in 1970 by the Drug Enforcement Administration (DEA), regulates the manufacturing and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and other drugs. The Controlled Substances Act (CSA) places all substances into one of five schedules. Placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. These schedules are ranked from I to V, with schedule I being the most dangerous and addictive drugs and schedule V being the least dangerous and addictive. To find out which schedule a drug is listed under check the Controlled Substances List.

https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf

Another category, Schedule VI, are over the counter drugs and are not covered by this act. Please contact Office of Environmental Health and Safety (OEHS) for proper disposal of Schedule VI drugs. The following will provide you with information.

2. Purpose

The purpose of this guideline is to familiarize researchers on the ordering and proper disposal of controlled substances, along with storage and security procedures.

3. Procedure

The OEHS chemical ordering procedure should be used for ordering DEA controlled substances. Pls need to alert the OEHS office before placing an order for schedule I and II substances to ensure safe and timely delivery. DEA products will be received and delivered directly to a licensee by OEHS staff. All materials should be kept under lock and key and separate from all other drugs and chemicals. Inventory records must be maintained to ensure proper distribution for use as well as monitor expiration dates.

The number of authorized personnel allowed access to the substances should be kept to a minimum for security precautions.

The DEA strictly regulates the disposal of all controlled substances.

The proper disposal of scheduled drugs is the responsibility of licensee. OEHS can assist with the disposal of scheduled drugs.

PIs should contact OEHS by emailing umbeghs@umb.edu to arrange for pickup of schedule drugs for disposal. PIs should have [DEA Form – 41](#) with an inventory of schedule drugs requiring disposal and their registration number ready for OEHS along with drugs.

A signed and returned copy should be kept on file for at least 2 years by licensee.