

**SEATTLE CHILDREN'S RESEARCH INSTITUTE  
OPERATING POLICIES / PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use  
Committee  
**POLICY NUMBER:** IACUC-020  
**REPLACES:**  
**EFFECTIVE DATE:** June 10, 2005  
**REVISION DATE:** November 6, 2008  
**POSTED FROM:**

**TITLE:** Drug Storage And Control

**SUMMARY:**

The purpose of this policy is to establish procedures for storage and control of drugs that will insure compliance with all federal and state regulatory agencies.

**POLICY/PROCEDURE:**

## 020-1 Drug Storage

- 020-1.1 Controlled drugs will be procured under Principal Investigator's (PI) individual Drug Enforcement Agency (DEA) licenses. DEA licenses for research are site specific. Therefore, transfer to another site (even if affiliated with the Seattle Children's Research Institute) of any controlled substances obtained as described is an illegal act.
- 020-1.2 Controlled drugs, for emergency intervention only, will be procured under the consulting veterinarian's site specific DEA license.
- 020-1.3 Controlled drugs will be stored in secure locations (locked drawers, locked wall mounted cabinets, etc.).
- 020-1.4 Non-controlled drugs and pharmaceuticals may be stored in individual investigator areas in a compartment such as a drawer or bench/wall cabinet that may or may not be locked.

## 020-2 Record Keeping

- 020-2.1 PIs will be responsible for maintaining and archiving of *Accountability Records* of controlled drug use relating to their individual DEA licenses.

020-2.2 The Office of Animal Care (OAC) will be responsible for maintaining and archiving of *Accountability Records* of controlled drug use relating to the consulting veterinarian's DEA license.

### 020-3 Inventory

020-3.1 An annual inventory of controlled drugs under the consulting veterinarian's DEA license will be conducted by two OAC representatives.

020-3.2 A quarterly inspection will be conducted by two persons (to include one representative from the researcher group and one representative from the OAC) to assure all drugs (both controlled and non controlled) fall within the expiration date as indicated on the stock and/or diluent containers.

020-3.3 The OAC will advise P.I.s, in writing, of expired or about to expire drugs. Use of expired drugs will result in veterinary and/or IACUC intervention.

020-3.4 Expired drugs will be discarded according to state and federal regulations:

020-3.4.1 The Office of Animal Care (OAC) will be responsible for discarding only those controlled drugs, relating to the consulting veterinarian's DEA license, via P.S. Industries, Inc.;

020-3.4.2 Non-controlled drugs will be discarded in accordance with recommended Washington State Department of Ecology pharmaceutical waste management practices.

Submitting Office: Office of Animal Care

Approved by:

\s\ Anne Clancy, IACUC Chairperson, October 17, 2007

\s\ William R. Morton, VMD, Attending Veterinarian, September 19, 2007

\s\ Brian M. Umrysh, Manager/Office of Animal Care, September 11, 2007