

## Disposal of Controlled Substances

To schedule a pickup of expired controlled substances or precursor chemicals, submit a pick-up request found on the EHS web site.

- EHS will schedule a time to pick-up the drugs from the Authorized User.
- Authorized Users must maintain a copy of the disposal records along with the usage log(s) and order invoice sheet for 3 years after disposal or terminal use.
- EHS will issue a chain of Custody Disposal Form as a receipt.

**When an Authorized User leaves the University**, all controlled substances must be disposed of in accordance with University policies and procedures. Controlled substances may not be transferred to another User or institution. All records of usage and disposal must be forwarded to Controlled Substance Administrator in EHS.

Abandoned controlled substances are the responsibility of the Department Chair when an Authorized User leaves the University. Department Chairs must contact the EHS Controlled Substance Administrator to arrange for the appropriate disposal and notification to the DEA. **Failure to comply with the authorization, storage, security, inventory, and record keeping process may jeopardize the University's DEA registration and adversely impact other Authorized Users.**

**Note:** All users who wish to deactivate authorization of Controlled Substances must fill out a Deactivation Form and relinquish all used and unused items to EHS.