

SOP: **PO-03**

Title: **Management of Controlled Drugs**

SOP Last Revision Date:  
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## **PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to describe the method managing controlled drugs located at the Laboratory Animal Research Core's animal facilities on the campus of the University of Missouri-Kansas City.

## **POLICY**

It is LARC policy to meet or exceed all federal, state, local regulations and institutional policies/procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

## **REFERENCES**

- A. Laboratory Animal Research Core Personnel
- B. *The Guide for Care and Use of Laboratory Animals "The Guide"*
- C. Office Of Laboratory Animal Welfare (OLAW)
- D. Animal Welfare Act and Animal Welfare Regulations (AWA & AWR's)

**INTRODUCTION**

Controlled drugs are among items categorized as “Controlled Substances” by the United States Department of Justice, Drug Enforcement Agency (DEA). Among the controlled drugs are many of the anesthetic and analgesic drugs used in research animals, as well as some drugs specifically formulated for animal euthanasia. These drugs are controlled by the DEA due to their level of abuse potential. DEA controlled drug categories I – V indicate the relative levels of abuse potential with Category I being the highest.

**PROCEDURES**

**A. Acquisition of Controlled Drugs**

- a. The LARC staff purchases controlled drugs using the UMKC Institutional DEA “Researcher” registration for use in animal anesthesia, analgesia, or euthanasia.

**B. Commonly Used Controlled Drugs**

a.

Code	Drug	Schedule	Narcotic
9801	Fentanyl	II	Yes
2270	Pentobarbital	II	No
9230	Meperidine	II	Yes
9300	Morphine	II	Yes
9652	Oxymorphone	II	Yes
7285	Ketamine	III	No
9810	Morphine Combination	III	Yes
2271	Pentobarbital+noncontrolled	III	No
2100	Thiamylal/Thiopental	III	No
7295	Tiletamine&Zolazepam	III	No
2884	Midazolam	IV	No
9064	Buprenorphine	V	Yes

### **C. Obtaining Controlled Drugs**

- a. UMKC researchers must purchase controlled drugs themselves under their own license.
- b. LARC personnel may obtain controlled drugs through the LARC Vet Tech under with the LARC Veterinarian's permission.

### **D. Records & Storing Controlled Drugs**

- a. All controlled drugs received by the LARC are entered in the "LARC Controlled Substance Record" books upon their receipt. Records for each controlled drug should show the date the drug is received, any amount of drug dispensed or administered to an animal, the amount remaining in each container (by subtraction), the reason it was removed (dispensed or administered), and the identification of the LARC person who removed the drugs from LARC storage (signature).
- b. Inventory of all controlled drugs semiannually should be performed and record the inventory in each of the "LARC Controlled Substance Record" books. Any discrepancy should be reported to the UMKC Administrator responsible for the management of the LARC.
- c. Drugs are stored in locked units at all times.

### **E. Administration of Controlled Drugs to Animals by LARC Personnel**

- a. LARC personnel will dispense some controlled drugs from the LARC controlled drug storage and administer them to animals under the direction of a veterinarian or in the performance of technical service to an approved protocol. In such cases, the record should show the date the drug is dispensed/administered, the amount of drug dispensed, the amount remaining in the container (by subtraction), the identification of the animal(s) to which it was administered, the amount per animal, the protocol that the animal(s) is on, if applicable, and the identification of the LARC person who dispensed the drugs (print and signature).

**F. Loss of Controlled Drugs**

- a. Loss or disappearance of controlled drugs purchased and/or dispensed by the LARC must be reported at once to the LARC Manager. The LARC Manager will notify the UMKC Police Department and appropriate DEA authorities.

**G. Monitoring**

- a. The UMKC IACUC should inspect LARC and researcher laboratory records and storage security for all controlled drugs during semi-annual inspections of animal care and use facilities or unannounced visits.

**H. Disposal of Controlled Drugs**

- a. Disposal of controlled drugs is handled through the DEA and approved vendors.