

FACT SHEET: Controlled Substance Destructutions



NEED TO KNOW:

1. Avoid purchasing more drug than you plan to use before they expire.
2. Notify OEHS in advance if you are discontinuing use of Controlled Substances in your research for any reason: retirement, moving to another institution, ending a line of research, etc. All unused drugs must be destroyed before leaving.
3. Empty containers are not regulated and can be thrown in the trash. Be sure to deface the labels of empty containers, vials, and packaging first. This can be done by marking over them with a black marker.

MORE INFO:



TULANE UNIVERSITY
Office of Environmental
Health & Safety
(504) 988-5486 | OEHS@tulane.edu

OEHS provides an on-campus destruction service for excess or expired Controlled Substances from Research and Teaching Labs, Vivariums, and Animal Care departments at Tulane. Any drugs used on research animals must be destroyed after their expiration dates. Diluted working solutions of Controlled Substances expire after 30 days and any remaining volume must also be destroyed.

ELIGIBILITY:

To participate, the researcher must:

- Have registered their license with OEHS.
- Completed the annual OEHS Renewal Form.
- Participated in the annual OEHS Controlled Substances Inspection Program.

CONTACT OEHS AND COMPLETE FORM 41:

- Email OEHS@tulane.edu to request a destruction.
- Download a current copy of DEA Form 41: https://www.deadiversion.usdoj.gov/21cfr_reports/surrender/index.html
- Complete Sections A & B1 of DEA Form 41 and email to OEHS@tulane.edu.
- OEHS will schedule a date and time for the destruction based on availability of the OEHS Hazardous Waste rooms and a TUPD officer to witness the destruction.

COMPLETING FORM 41:

- Use only the **Registrant Name**, **License Number**, and **Address** the drugs were purchased under.
- **Contact Name** should be the person filling out the form.
- Input the **DEA Controlled Substances Code** for each drug. Locate the codes here: https://www.deadiversion.usdoj.gov/schedules/orangebook/d_cs_drugcode.pdf
- **Batch Number** is the Lot# on the original Drug container/vial.
- **Pkg. Qty.** is the original max volume in each container/vial to be destroyed.
- Indicate how many **Full/unopened** and **Partial/opened** containers are being destroyed.
- **Total Destroyed** is the total amount of drug remaining in all the containers listed on that row.
**If you have multiple containers of the same drug, but in different concentrations or forms, use a separate row for each.*

DESTRUCTION PROCESS:

- Bring your drugs to the indicated OEHS Hazardous Waste Storage Room.
- OEHS personnel will combine the drugs with Flammable Hazardous Wastes collected from research labs and have them incinerated.
- A TUPD officer will be present to observe each destruction and sign as a witness in section D of Form 41.
- The lab member bringing the drugs will be the 2nd witness, unless they are the Licensee. In that case, an OEHS staff member will be the 2nd witness.

After the destruction, OEHS will retain the original copies of all Form 41's. A scan of the signed form will be emailed to the licensee. Keep this copy with your other Controlled Substance records for at least 2 years.

Indicate the date of drug destruction on all associated Controlled Substance Continuous Usage Logs. All such logs should show that a container of Controlled Substance is either: In Use, Used up (no remaining volume), or destroyed by OEHS.

ADDITIONAL RESOURCES:

- OEHS Controlled Substances Page: <https://oehs.tulane.edu/controlled-substances>