

# INFORMATION YOU NEED TO KNOW- RESEARCH WITH CONTROLLED SUBSTANCES AND DANGEROUS DRUGS

## Ordering Drugs

Only use the Emory Express for your orders. Procurement will need your license. The license holder must order CS schedules I and II themselves through the Emory Express system or delegate someone through a Power of Attorney.

## Security

CS and DD should be stored in rooms that are locked and secured in locked cabinets or safes that cannot be easily moved and are constructed so that forced entry is easily detected. Ensure the address where drugs are stored is the same as in your license. Once approved, do not move drugs to a new storage area without prior DEA/GDNA approval.

## Drug Disposal

For controlled substances, you must use a reverse distributor. For Dangerous Drugs, contact EHSO. Ensure you update your logs accordingly.

Find this and more information at [rcra.emory.edu/oric/controlled-substances/after-approval-info.html](https://rcra.emory.edu/oric/controlled-substances/after-approval-info.html)

## Maintaining Documentation

You must document the receipt, destruction, and use through logs. In addition, you must have a list of authorized users that is updated as needed. For controlled substances, you must also conduct an initial and biennial inventory. This documentation is critical to maintaining compliance!

## License Renewals

Georgia Board of Pharmacy licenses expire on June 30 of every even-numbered year. DEA licenses expired yearly on the date when the license was initially issued. **Make sure to put reminders in your calendar and submit your renewals at least two months before expiration!**

## Training

Anyone should receive training. Find more information at <https://rcra.emory.edu/oric/controlled-substances/training.html>

## Other Resources

- Join our monthly webinars! Register at [bit.ly/3tOKeAd](https://bit.ly/3tOKeAd).
- Use our forms to be compliant with the state and federal requirements. Issues with the forms? Contact us so we can work with you to find the best way to document your process.
- Don't hesitate to contact ORIC for help with license applications, forms, and to prepare for any inspection at [oric@emory.edu](mailto:oric@emory.edu).
- Register your licenses with ORIC. Send a copy of your licenses to [oric@emory.edu](mailto:oric@emory.edu), and we will help you with reminders before expiration. We will keep you abreast of any regulation change that may affect you.

Turn the Page for a Checklist of Useful Reminders

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## Checklist of Important Forms and Procedures

### Dangerous Drugs

- Keep all receiving and use/destruction records (fill out forms B and C).
- Use the specific forms for Isoflurane (form D) and Meloxicam (G and H) to document the use and destruction of these drugs.
- Use the dilution log to document the use of a diluted solution from a working bottle (form F).

### Controlled Substances

- Conduct drug inventories- Initial (upon receipt of DEA license) and biennial, at least once every two years (form 6)
- Keep all receiving, use, and destruction records (forms 7, 8, or 9.)
- Keep form 2 to document who is authorized to access the drugs.
- Use the dilution log to document the use of a diluted solution from a working bottle (form 11).

Find the forms at <https://rcra.emory.edu/oric/controlled-substances/forms.html>

Are you being inspected? Email us at [oric@emory.edu](mailto:oric@emory.edu),  
so we can assist you during the process.

## Report a loss!

Fill out the following form for the theft or loss of any amount of:

- Controlled Substances: Form 5 (DOCX)
- Dangerous Drugs: Form E (DOCX)

For Controlled Substances, complete DEA form 106 (online) within one day of discovery.

To find more information, go to <https://rcra.emory.edu/oric/controlled-substances/report-loss.html>

## Are you leaving Emory or don't need the drugs anymore?

Drugs obtained under a license for Controlled Substances or Dangerous Drugs for research, should be destroyed under your active license. For dangerous drugs, update your logs and contact EHSO for pick-up. For Controlled Substances, update your use/disposition log and contact a reverse distributor (for example, RX Exchange) to destroy the drugs. **You cannot share unused drugs with anyone.** Please find more information at <https://rcra.emory.edu/oric/controlled-substances/after-approval-info.html> or contact us at [oric@emory.edu](mailto:oric@emory.edu).

## Contact ORIC



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