# Working Instructions: Form A: Dangerous Drug Access and Key Log

# Definitions:

1. Dangerous Drug - means any drug other than a drug contained in any schedule of Article 2 of this chapter, which, under the federal Food, Drug, and Cosmetic Act (52 Stat. 1040 (1938)), 21 U.S.C. Section 301, et seq., as amended, may be dispensed only upon prescription. In addition to subsection (a) of this Code section, a “dangerous drug” means any other drug or substance declared by the General Assembly to be a dangerous drug; to include any of the following drugs, chemicals, or substances; salts, isomers, esters, ethers, or derivatives of such drugs, chemicals, or substances which have essentially the same pharmacological action; all other salts, isomers, esters, ethers, and compounds of such drugs, chemicals, or substances unless specifically exempted and the following devices, identified as “dangerous drugs”: [List of drugs can be found here.](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=55885ff8-8ef7-4c7c-8581-362e30778598&nodeid=AAQAAOAAEAAE&nodepath=%2fROOT%2fAAQ%2fAAQAAO%2fAAQAAOAAE%2fAAQAAOAAEAAE&level=4&haschildren=&populated=false&title=16-13-71.+%E2%80%9CDangerous+drug%E2%80%9D+defined.&config=00JAA1MDBlYzczZi1lYjFlLTQxMTgtYWE3OS02YTgyOGM2NWJlMDYKAFBvZENhdGFsb2feed0oM9qoQOMCSJFX5qkd&pddocfullpath=%2fshared%2fdocument%2fstatutes-legislation%2furn%3acontentItem%3a686B-H2R3-GXF6-84BH-00008-00&ecomp=bgf5kkk&prid=9803fea1-d6d4-44e5-b07f-197160811ee2)
2. Registrant – A person licensed and registered with the Georgia Board of Pharmacy to distribute, manufacture, administer, dispense, import, or export a Dangerous Drug.
3. Access - Access includes any person who was granted permission by the Registrant either by key or access to the safe or cabinet where the dangerous drugs are stored.

# Box 1 Instructions: Registration Information

1. Complete the Registrant’s Name, GBP #, and address in this section. The information must appear exactly (in its entirety), as it does on the Registrant’s GBP License.

# Box 2: Instructions: Employee Access Log

1. Box 2 is used to document every employee who has access to dangerous drugs (see definition).
2. Every person who has access to dangerous drugs should receive training on the proper handling of dangerous drugs. Training can be found here [Training | Emory University | Atlanta GA](https://rcra.emory.edu/oric/controlled-substances/training.html) and in eLMS/Brainier.
3. Record the employee’s name and the date access was granted.
4. Upon termination of employment, record the date the access was revoked.
5. If access is granted to the drug storage area that requires a key, then record the date the key was issued to the employee and the employee should initial that they received the key. If a key was not issued, N/A is acceptable.
6. Upon termination, the employee should return the key. The registrant should note the date the key was returned and initial that the key was returned. If a key was not issued, N/A is acceptable here.
7. If additional pages are required, check the box at the bottom of the page.

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| FORM A: Dangerous Drug Access and Key Log Note: This form is to be used to record all individuals who have access to dangerous drugs and document the issuance and return of any keys. All designated personnel should review “Tutorial on Use of Dangerous Drugs in Research” in Brainier.   |  |  |  | | --- | --- | --- | | **Box 1: Registrant Information** | | | | **Registrant’s Name:** | **GBP #:** | **Registered Address:** | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Box 2: Employee Access Log** | | | | | | | | | **Employee Name** | **Training Date** | **Access Date** | **Access Revoked Date** | **Key Issued Date** | **Employee’s Initials - Key Issuance** | **Key Returned Date** | **Registrant’s Initials - Key Return** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |
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| **Box 2: Employee Access Log Continued** | | | | | | | |
| **Employee Name** | **Training Date** | **Access Date** | **Access Revoked Date** | **Key Issued Date** | **Employee’s Initials - Key Issuance** | **Key Returned Date** | **Registrant’s Initials - Key Return** |
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