

# HELP SHEET

No. 2

ENVIRONMENT, HEALTH & SAFETY PROCEDURES AND GUIDELINES FOR  
THE BERKELEY CAMPUS

## Managing and Disposing of Unwanted Controlled Substances

### 1. Introduction

The federal Drug Enforcement Agency strictly regulates the disposal of unwanted controlled substances. To help those on campus who use controlled substances in their research, the Office of Environment, Health & Safety (EH&S) has prepared these guidelines. Following them will help ensure that your unwanted or outdated controlled substances are safely and legally managed.

The Animal Care and Use Committee (ACUC) has reviewed and approved these guidelines. EH&S will revise them whenever significant changes in the program become necessary. **Contact EH&S at 642-3073 if you have any questions regarding managing and disposing of unwanted controlled substances.**

### 2. Examples of Controlled Substances Covered Under These Guidelines

- Examples of Schedule II controlled substances:

Pentobarbital	Nembutal	Methamphetamine
Phencyclidine HCl	Innovar	

- Examples of Schedule III-V controlled substances:

Chloralhydrate	Diazepam	Phenobarbital
Ketamine	Buprenorphine	Tylenol with codeine
Anabolic Steroids		

You can obtain a more complete list of controlled substances from EH&S.

Note: Controlled substances that are mixed with radioactive waste, chemical hazardous waste, or medical waste are not eligible for disposal under these guidelines. They should be disposed of as radioactive, chemical, or medical waste, respectively.

### 3. Storing Controlled Substances in a Laboratory

#### Labeling

Write "outdated" or "expired" clearly on each vial, bottle, or container to be discarded and on any outer container the item is placed in.



### **Segregating**

Separate expired or unwanted controlled substances from those that are still in use. They can be placed in an individual bag or box and put in the same space as the drugs still in use.

### **Securing**

Lock unwanted controlled substances and those still in use in a secure location.

## **4. Preparing for Disposal**

### **Labeling**

Make sure each individual container is labeled with the item name, expiration date, and contents (with unit of measurement indicated, e.g., grams, tablets, ounces, or other units).

### **Packaging**

The items should be packaged as follows to allow safe transport:

- Make sure all caps close tightly. No leaking containers will be accepted.
- Place multiple items upright in a sturdy box.
- Close the box lid completely so that nothing protrudes.
- Use packaging material such as newspaper to prevent glass containers from breaking.

### **Completing Forms**

The client information form and Schedule II or III-V Return Request forms must be completed in full for your unwanted controlled substances to be accepted for disposal. Copies of each of the forms are attached to this Help Sheet. More are available by calling EH&S at 642-3073.

1. Complete Unwanted Controlled Substances Client Information form (Attachment 1).
2. Complete the attached Schedule II or Schedule III–V Return Request form (Attachments 2 and 3 respectively), whichever is appropriate. Contact EH&S if you need assistance in determining which form to use. Follow the instructions carefully as incomplete forms will be returned.
3. Place copies of the completed forms with the unwanted controlled substances and send the original to EH&S at 317 University Hall, MC 1150.

### **Pick-Ups**

EH&S will pick up your unwanted controlled substances in about ten working days from the time we receive the forms. You can help speed up our pick-up response time by ensuring the forms are accurately and fully completed and that the materials are packaged and labeled correctly.

## **5. Costs**

No charge is assessed for disposing of unwanted controlled substances through this program.

## Unwanted Controlled Substance Client Information

Building \_\_\_\_\_

Department \_\_\_\_\_

Room \_\_\_\_\_

Where in room is it? \_\_\_\_\_

PI/Supervisor \_\_\_\_\_

For questions, call \_\_\_\_\_

Phone \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

### Procedure:

1. Attach this form to your Schedule II or III-V Unwanted Controlled Substance Return Request form.
2. Place a copy of the forms with the unwanted controlled substance.
3. Send the forms to EH&S.

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