

Standard Operating Procedure for the Audit of Controlled Substances

Purpose

This document establishes procedures for auditing the use of controlled substances (CS) used in research, teaching, or testing activities.

Scope

This standard operating procedure applies to all research, teaching, or testing activities at Mississippi State University and will outline the procedures that will be followed by the Animal Care & Use Program Officer (ACUP Officer) ACUP Officer to audit inventory and records of controlled substances held by DEA registrants. This audit will occur yearly during the Fall of each year to coincide with the Fall semi-annual IACUC facility inspection.

Procedures:

1. ACUP Officer will contact each DEA registrant and notify them of the visit and schedule a time.
2. During the semi-annual inspections of the IACUC, the ACUP Officer will visit each investigator's laboratory where the controlled substances are stored.
3. The following is a list of items that will be reviewed:
 - a. **DEA License Registration.** Each investigator's DEA License will be checked for validity.
 - b. **Storage of Controlled Substance.** Is the CS stored in a secured location (locked cabinet or safe) where unauthorized use will not occur?
 - c. **Valid Dates.** Make sure the CS has not expired. If expired, have they been disposed of properly?
 - d. **Usage/Disbursements Records.** For each CS the Record of Use Log will be checked for proper labelling, date substance was used, activity it was used for, amount removed, amount remaining, and authorized signature and initials.
 - e. **Disposal Records.** Disposal records will be checked to verify that each CS that is no longer in use by the lab has been disposed of correctly.
4. Any inconsistencies or abnormalities found as a result of this audit must be rectified by the DEA Registrant immediately.
5. A report of the inspection will be created by the ACUP Officer and shared with the DEA Registrant. The report will be included in the IACUC semi-annual inspection report.