

## Standard Operating Procedure for the Disposal of Controlled Substances

### Purpose

This document establishes procedures for the disposal of unwanted or expired DEA controlled substances used in research, teaching, or testing activities.

### Scope

This standard operating procedure applies to all research, teaching, or testing activities at Mississippi State University. Clinical activities such as the Longest Student Health Center Pharmacy and the College of Veterinary Medicine Pharmacy are excluded.

### Procedure

Prior to disposal of expired, unwanted, or damaged controlled substances, the registrant should complete the Controlled Substances Disposal Form found at this link <https://www.orc.msstate.edu/controlled-substances>. After completing this form, please contact Trina Smith, Animal Care & Use Program Officer (ACUP Officer) in the Office of Research Compliance & Security, to receive instructions on the next steps in the disposal process. The Office of Research Compliance & Security is not permitted to take possession, handle, or destroy controlled substances.

### Disposal Process:

1. DEA Registrant will contact ACUP Officer and provide the completed Controlled Substances Disposal form by email at [tsmith@orc.msstate.edu](mailto:tsmith@orc.msstate.edu).
2. ACUP Officer will contact other DEA registrants to determine if they have controlled substances in need of disposal.
3. When all disposal forms have been collected, ACUP Officer will contact Mississippi Bureau of Narcotics (MBN) to set up a Date, Time, and Location for disposal.
4. All completed disposal forms will be emailed to Leigh Cochran at [lcochran@mbn.ms.gov](mailto:lcochran@mbn.ms.gov) who will get an approval for disposal and then coordinate a disposal date with the ACUP Officer.
5. When a disposal date is finalized, the ACUP Officer will inform the DEA registrants of the date, time, and location for pickup.
6. Each DEA registrant must complete [Registrant Record of Controlled Substances Destroyed – DEA Form 41](#).
7. On the day of disposal, each DEA registrant will bring the completed DEA Form 41 and the controlled substance(s) being disposed of to the Office of Research Compliance & Security at the time specified to meet a representative from MBN.
8. MBN representative will take the substance(s) from the registrant and sign off on their DEA Form 41.
9. MBN representative will take the substances to their headquarters in Jackson, MS. After substances are disposed of, a confirmation record will be sent to ACUP Officer and the DEA contact with the US Department of Justice, Drug Enforcement Administration, Diversion Control Division.
10. The ACUP Officer will send a copy of the completed DEA Form 41 and a copy of the disposal confirmation record to the US Department of Justice, Drug Enforcement Administration, Diversion Control Division as well as the registrant.
11. Copies of the Controlled Substances Disposal Form and DEA Form 41 will be maintained by the registrant and the Office of Research Compliance & Security for two years in accordance with [21 U.S.C. 827](#).