

**Slippery Rock University**  
**Controlled Substances – Research and Instruction**  
**January 20, 1993**

**INSTRUCTION**

Departments that use controlled substances in classroom instruction (Schedule I or Schedule II-IV) should have a valid license to possess such chemicals.

**RESEARCH**

When individual faculty members use controlled substances in research, that individual should possess a valid license to possess such chemicals (Schedule I or Schedule II-IV).

All applicable laws pertaining to storage, security, and record keeping must be followed.

This is to outline procedures to ensure that the above policy is properly applied and to ensure that our procedures are ultimately controlled by a university manager.

- All university purchase orders for controlled substances **MUST** be approved by the appropriate dean's office. This is in accordance with current practice. The purchase order should clearly state whether or not the substance is for research or instruction. Records of such purchases should be maintained in the deans' offices. UPR's for controlled substances should be visually distinct (i.e., color coded) in order to alert those in the approval process that a controlled substance is being requested. The faculty or department ordering the substance must be held accountable for knowing that the substance is controlled and therefore responsible for placing the order on the appropriate color-coded form.
- Controlled substances shall be stored under lock and key and are to be accessible only to **FACULTY** and **MANAGEMENT**. In no instance are students to be granted access to stored controlled substances.
- **ALL** use of controlled substances is to be documented **IN WRITING** by either the individual researcher or the departmental chairperson in the case of instruction. A **LOG** of all uses should be kept, indicating the purpose for which the substance was used and the amount of the substance used. Periodic inspection of storage sites should be completed by either the researcher or the departmental instructor. Inspections may be held at the request of the manager in charge (dean or vice president).
- At the conclusion of **EACH** academic semester, the researcher (for substances used in research) or chairperson (for substances used in instruction) shall prepare for transmission to the appropriate dean a **WRITTEN REPORT** documenting all uses of controlled substances. This report shall include the amounts of each substance currently in storage.
- Excess amounts of controlled substances not to be used in the near future are to be disposed of properly and such disposal is to be documented by the faculty researcher or chairperson.

- Failure to file mandated reports on the use of controlled substances shall be sufficient reason to disapprove future purchases.