

# EH&S FACT SHEET

Environment, Health and Safety Information for the Berkeley Campus

## Managing and Disposing of Unwanted Controlled Substances

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 Following them will help ensure that your unwanted or outdated controlled substances are safely and legally managed.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

**The DEA regulates controlled substances by their “schedule.”**

**Examples of Schedule II controlled substances:**

Pentobarbital	Nembutal	Methamphetamine
Innovar	Phencyclidine HCl	

**Examples of Schedule III-V controlled substances:**

Chloral hydrate	Diazepam	Tylenol with codeine
Ketamine	Buprenorphin	Anabolic Steroids
Phenobarbital		

You can obtain a more complete list of controlled substances from EH&S or by downloading the list from the U.S. Department of Justice and Drug Enforcement Administration web site: <http://www.usdoj.gov/dea/pubs/scheduling.html>.

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.

**Securing**

Lock unwanted controlled substances and those still in use in a secure location. For more details go to: <http://ehs.berkeley.edu/controlled-substances>.

**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.

Examples of controlled substances covered under these guidelines

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 are closed 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 Unwanted Controlled Substance Client Information and Schedule II or III-V Return Request forms must be completed in full for your unwanted controlled substances to be picked up for disposal. Copies of each of the forms are available online at <http://ehs.berkeley.edu/controlled-substances/how-do-i-dispose-controlled-substances>.

**Steps**

1. Complete Unwanted Controlled Substances Client Information form.
2. A valid and authorized chartstring must be included on the Client Information form. The current recharge rate for controlled substance disposal can be viewed at: <http://controller.berkeley.edu/environmental-health-safety-recharge-rates>.
3. Complete the Schedule II or Schedule III-V Return Request form, whichever is appropriate. Contact EH&S if you need assistance in determining which form to use. Follow the instructions carefully.
4. Place copies of the completed forms with the unwanted controlled substance and send the original to EH&S at 317 University Hall, MC 1150 or FAX to 643-4532.

**Picking Up**

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 the pickup response time by ensuring the forms are accurately and fully completed and that the materials are packaged and labeled correctly.

