

Policies Governing the Use of Controlled Substances in Research involving Laboratory Animals

Purpose:

To describe policies and procedures regarding the procurement, storage, dispensing, use and disposal of controlled substances used in research involving laboratory animals. This policy supplements the "Controlled Substances Policy & Procedures (Lakeside Campuses)", found at <http://www.luc.edu/ors/policyguidance/controlledsubstancespolicyprocedureslakesidecampuses/>.

Procedure:

- 1) Controlled substances for use in research must be ordered by each Principal Investigator or the departmental representative/designee. These orders should be reported to the Office of Research Services (ORS) via the CAP system.
- 2) Controlled substances may be kept in the Principal Investigator's assigned room in the ACF under appropriate double locked conditions.
- 3) No export of controlled substances is to be made from the ACF to any other non-ACF location.
- 4) Use of controlled substances will be appropriately recorded in each laboratory by the Principal Investigator. The record will include: bottle number, date used, amount administered, balance remaining (in multi-dose vials), and name of person administering the controlled substance.
- 5) All controlled substances and records will be made available as required for inspection by internal or external inspecting officials.
- 6) All outdated or excess controlled substances must be picked up by the institutionally approved agency.