

University of Alaska Anchorage	Section EHS/RMS
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Statement 35
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Title

*Controlled Substances Use In Research*

Effective Date





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deposited with the University Police Department (UPD). The seal of the envelope should be signed and dated by the PI.

If for any reason, UPD needs to access the safe, the envelope will be unsealed by UPD and signed and dated by the UPD officer. UPD is advised to have a witness available to verify the safe's inventory. The witness should be a responsible university administrator (department chair, dean, or higher) if possible.

*DEA No Notice  
Inspections*

The PI, Laboratory Support Manager, Chemical Hygiene Officer and EHS Director must be contacted when a DEA Inspector arrives on campus to conduct an audit. If the PI is not available to gain access to the controlled substances, the alternative access method via UPD will be utilized.

Cooperation with the DEA Inspector is essential. In the event that discrepancies are found during the DEA Audit, UAA staff should ask if there are any on the spot corrections that can be made to minimize adverse findings.

*Disposal of  
Controlled*

As with any hazardous material, PIs should only order sufficient quantities and maintain sufficient stocks that are necessary to co4(n)108(H)8(S(



