

## Disposal

### Chain of Custody

**Return all unwanted and expired Controlled Substances to Occupational Health & Safety (OH&S) for disposal.**

Controlled Substances for disposal may be handed over to the Controlled Substances Program Manager when you are picking your new orders at the OH&S office, **(Please bring a copy of the corresponding usage log sheet).**

### *When to Request CS disposal*

- A project closes or is terminated and a Controlled Substance is still in supply
- A CSUA expires and a renewal has not been submitted
- The PI determines a Controlled Substance is no longer required
- The PI terminates employment
- The Controlled Substance expires

If you have questions about Controlled Substances disposal, contact the Controlled Substances Program manager by phone at 205-934-2487.

It is unlawful for anyone to dispose of Controlled Substances without DEA approval and submittal of the proper form.

If you have Controlled Substances that require disposal, you can request a disposal through the web application. Once the request is submitted, the item can be brought to the OH&S office. OH&S will provide documentation showing the transfer of material from the CSUA holder to OH&S, and a copy of this document must be kept in the Controlled Substances folder inside the storage. The return of the material for disposal must be documented on the usage log too. This log must be retained for **3 years from the date you indicated its disposal return to the Controlled Substances Program Manager.** Expired and unwanted Controlled Substances cannot be thrown away in the regular trash; and therefore, must be returned to the Controlled Substances Program Manager and documented on the inventory as returned to OH&S.

## Proper Procedure for Controlled Substance Disposal Job Aid

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The only exception to this rule is that empty Controlled Substances bottles or vials can be discarded at your facility.

- Make sure to open the container to ensure that it is **completely empty**.
- Deface the label and discard in regular trash.



Disposal of Controlled Substances is **STRICTLY** regulated by Federal Law!