University of Pennsylvania-Radiology
Small Animal Imaging Facility Steering Committee
Standard Operating Procedure

Title: # Handling Guidelines for Drug Enforcement Administration (DEA) Controlled Substances.

SOP Number: 6.02 **Revision Number:** 0

Effective Date: November 10, 2005 **Page** 1 of 2

Review Date: November 10, 2005

Approval: _____ _____
Co-Director Co-Director

I. Purpose: Guidelines for handling Drug Enforcement Administration (DEA) controlled substances during imaging studies at the Small Animal Imaging Facility (SAIF).

II. Responsibilities and Scope: All researchers who are involved in animal imaging studies at the SAIF are responsible for reading and following this SOP. To reduce conflict with researchers, the principal responsibility will belong to the Principal Investigators (P.I.) and not their associates, post-docs, and technicians.

III. Definitions:

None

IV. Procedures:

A. <u>No expired medical substances including DEA-controlled substances are allowed at the SAIF.</u>

1. All chemicals and drugs including DEA controlled substances used at the SAIF must have a label with the expiration date and readable identification of the user's name.
2. The use of expired medical substances such as chemicals, drugs, fluids, or sutures on regulated animals is not acceptable under any conditions.
3. All expired medical materials found in our SAIF will be brought to the attention of the responsible departmental official. The PI is ultimately responsible if such an event were to occur. Ignorance is no excuse (refer to SOP #6.01)

4. The departmental official (i.e., Director of Animal Studies) of SAIF will dispose of all expired materials and inform of the citation to the PI.
5. Proper administration of anesthesia, analgesia, and euthanasia are required for all such procedures. Drugs administered to relieve pain or distress and emergency drugs must not be used beyond their expiration date.
5. Any drugs not to be used for animals should indicate "not for animal use".

B. Pharmaceutical-grade products are accepted for the animal research at SAIF.
1. All animal researchers are expected to use pharmaceutical-grade medications whenever they are available including acute procedure.
2. Non-pharmaceutical-grade products should be only used in regulated animals after specific review and approval by the IACUC.
3. In case of non-availability of veterinary or human pharmaceutical-grade products, PI must obtain prior written approval from ULAR (Abigail Smith, Tel: 215-898-4008, email: abigail4@pobox.upenn.edu) and the Animal Oversight Subcommittee of the SAIF.
4. Cost-saving alone is not an adequate justification for the use of non-pharmaceutical-grade products in regulated animals.

V. Directions:

None

VI. Safety Considerations:

None

VII. References:

A. USDA-Veterinary Care and Penn-IACUC: Animal Care Resources Guide Guidelines (updated on 1/14/2000).

VIII. Attachments:

None

IX. Document History:

Version Number	Effective Date	Author	Reason
1	November 10, 2005	I. Lee	New