

POLICY ON USE OF CONTROLLED SUBSTANCES IN RESEARCH AND IN TEACHING LABORATORY SETTINGS

ACCOUNTABILITIES:

DEA Registrant	<ul style="list-style-type: none"> Responsible for the safe and lawful conduct of their research or teaching laboratories at all times, when using controlled substances.
Director of Environmental Health and Safety	<ul style="list-style-type: none"> Monitors the DEA Registration requirements for Registrants. Performs annual and ad hoc reviews of the Registrant’s purchasing, inventory and disposition records, and well as for the sufficiency of security controls for controlled substances. Provides subject matter guidance to the University’s DEA Registrants. Initial point of contact for the DEA in non-criminal matters involving DEA Registrants. Performs periodical site reviews of laboratory facilities to ensure compliance with state and federal regulations associated with environmentally safe and healthy work and learning environments. Coordinates the disposal of hazardous controlled substances, when requested.
Academic Chairperson	<ul style="list-style-type: none"> Keeps a log of who is using departmental laboratories and drug safes. Timely reports any concerns observed, suspected or reported, related to research or teaching laboratory activities using of controlled substances to their Dean and the Director of Environmental Health and Safety.
Dean of the College	<ul style="list-style-type: none"> Assures that faculty member’s work with controlled substances is aligned with their Statement of Expectations and that the faculty member is qualified to properly use controlled substances in their teaching or research. Has administrative responsibility for the proper use and security of laboratories and drug safes. Pursues concerns related to drugs used in research or teaching laboratory activities within the College, in cooperation with the Director of Environmental Health and

	Safety.
Director of Public Safety	<ul style="list-style-type: none"> • Provides timely, simultaneous notice to the DEA, the Chief Academic, the Chief Human Resources Officer, the Director of Environmental Health and Safety, University Legal Counsel, and the President when a criminal investigation is undertaken and when it concludes. • The point of contact with the DEA in possible criminal matters involving use of controlled substances in research or teaching laboratory work on campus.
Chief Procurement Officer	<ul style="list-style-type: none"> • Establishes and ensures that DEA Registrants know and comply with University procurement rules and policies. • Reports any procurement-related violations to the Dean of the College.
Legal Counsel	<ul style="list-style-type: none"> • Provides legal advice to the University decision-makers when questions of law arise in association with the use of controlled substances in research and teaching laboratory work on campus.