

University of Pennsylvania-Radiology

Small Animal Imaging Facility

Standard Operating Procedure

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

SOP Number: 6.02

Version Number: 1

Effective Date: October 10, 2023

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Review Date: October 10, 2023

Approval: Katie Zaifert, Director of Regulatory Compliance

- 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 involved in animal imaging studies at the SAIF are responsible for reading and following this SOP. To reduce conflict with researchers, the principal responsibility for ensuring proper use of controlled substances will belong to the Principal Investigators (PI) and not their associates, postdocs, and technicians.
- III. **Definitions:** None
- IV. **Procedures:**
 - A. No expired medical substances including DEA-controlled substances are allowed at the SAIF.
 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 SAIF will be brought to the attention of a member of the SAIF executive Committee who will dispose of the expired materials according to the IACUC Policy on The Use and Disposal of Expired Drugs or Materials.
 4. Proper administration of anesthesia, analgesia, and euthanasia are required for all such procedures as per ULAR Policies and as outlined in the researcher's IACUC protocol. Drugs administered to relieve pain or distress and emergency drugs must not be used beyond their expiration date.
 5. Any drugs not being used for animals should be labeled "not for animal use".

- B. Pharmaceutical-grade products are acceptable for animal research at SAIF.
 - 1. All animal researchers are expected to use pharmaceutical-grade medications whenever they are available including acute procedures.
- C. Non-pharmaceutical-grade products should only be used in regulated animals after specific review and approval by the IACUC in accordance with IACUC Policy: The Use of Non-Pharmaceutical Grade Compounds (10/10/23)

V. Directions:

None

VI. Safety Considerations:

None

VII. References:

- A. IACUC Policy: The Use and Disposal of Expired Drugs or Materials (11/08/2022)
- B. ULAR SOP [Humane Euthanasia of Laboratory Animals](#)
- C. IACUC Policy: The Use of Non-Pharmaceutical Grade Compounds (10/10/23)

VIII. Attachments:

None

IX. Document History:

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