

**D**isposal of expired, damaged, or otherwise unusable controlled substances (CS) follows concise procedural steps and is strictly regulated by the DEA. EH&S contracts with a licensed, reverse distributor to properly dispose of the controlled substances in accordance with DEA mandates.

**NOTE:** All DEA registrants must have an up-to-date DEA registration and [Controlled Substance Use Authorization \(CSUA\)](#) when in possession of any controlled substance to be used for research purposes.

## WHEN IS DISPOSAL OF CS NECESSARY?

Disposal is necessary when the:

- Controlled substances are expired, unwanted, or no longer required for the research project. NOTE: Contents must be present in containers.
- Research project is closed or terminated and the controlled substances remain in possession of the Authorized User.
- DEA license or CSUA is about to expire and will not be renewed.
- DEA Registrant terminates employment at USC.



## HOW DO I DISPOSE OF EXPIRED/UNWANTED CS?

1. Complete, scan to PDF, and email EH&S at [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu) the following forms:
  - Controlled Substance Waste Disposal Request Form ([CS form G](#)).
  - CS Usage & Disposal Log ([CS Form B](#)) and CS Dilution Usage & Disposal log ([CS Form B-1](#)) for each controlled substance to be disposed of.
2. EH&S will create an account for the DEA registrant with the reverse distributor if one is not yet established.
  - Request [DEA Form 222](#) for disposal of Schedule II drugs.
3. The DEA registrant will be notified by EH&S when the account is established to coordinate CS packaging, shipment, and disposal, and to provide further instruction.
  - A Chain of Custody form will be established and signed when CS is transferred to the shipping company.
  - Forward a copy of the Chain of Custody form with required signatures to EH&S at [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu).
4. EH&S will notify the DEA registrant when CS is successfully delivered to the reverse distributor.

## WHAT I NEED TO KNOW...

- Keep CS Usage and Disposal logs for at least two years following disposal.
- Do not dispose of vials containing CS [content present in container] in a regular trash bin or commingle with other chemical waste.
- Contact EH&S at [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu) for CS waste disposal and general CS information.

## HOW DO I DISPOSE OF PRECURSOR CHEMICALS?

Unused/expired precursor chemicals must be disposed of as hazardous chemical waste. Refer to the [Chemical Waste Disposal Guide Sheet](#) for more information.

## WHAT ARE DISPOSAL OPTIONS FOR EMPTY CS VIALS?

Option 1: Deface label, rinse vial, and discard in clean glass waste container.

Option 2: Discard in pharmaceutical waste container.

## ARE THERE EXCEPTIONS?

Yes. A CS spill as a result of a broken or damaged container will be treated as a hazardous chemical spill.

1. Clean up the chemical spill per instructions on the [Hazardous Material Spill Clean-Up Guide Sheet](#).
  - Consult the Safety Data Sheet of the CS for pertinent information.
2. Update the Usage and Disposal Log to reflect the loss of material.
3. Request a [hazardous waste pick-up online](#).
4. Document the incident by completing the Controlled Substance Incident Report ([CS Form F](#)). Email completed form to EH&S at [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu).
5. EH&S will work with labs to ensure they submit all necessary reports to the DEA ([Form 106](#)).

## REFERENCES

[21 CFR Parts 1300 - end](#)

[Federal Register Volume 79, No. 174 September 2014, Part II](#)