

Make DEA and State Compliance  
Easy and Fast

# Standard Operating Procedures Controlled Substances

***DISCLAIMER:** This is a template for SOP for Controlled Substances, which may be used as an inspiration to create the SOP for your hospital. Remember, that the template and the sampled information are not all-inclusive and serve only as examples of what can be included in an SOP. Protocols and regulations may differ and should be documented in detail.*

## Summary

- Responsible Parties
- Ordering
- Receiving
- Usage/Dispensing
- Waste/Discard/Expired

## Policies

(insert any hospital-specific rules/regulations here)

*Sample: Inventory of all controlled substances is to be taken weekly*

(optional to list out what type of controlled substances hospitals commonly carries and their schedule of drug, location within practice, inventory policies,etc)

*Sample:*

*Ketamine - Schedule III - Locations (in use = treatment cabinet ; back stock = office safe)*

*Fatal Plus - Schedule II - Locations (in use = treatment cabinet, mobile trucks; back stock = office safe)*

(anything that pertains to controlled substances policy should be included in this document, including how things are documented within each section, ie logging process, waste, etc)

*Sample:*

*Logging process: Responsible staff member accesses substance from location, draws up and administers drug to patient/fills medication, then immediately logs the usage in VetSnap*

# Make DEA and State Compliance Easy and Fast

## Responsible Parties

(insert here all doctors and any person(s) with access to controlled substances and who will partake in the ordering, handling, usage, destruction)

### Sample:

- *Dr. Jane Doe (State License #) - DEA registrant ordering, handling, usage, destruction, inventory, safe access*
- *Dr. John Doe (State License #) - handling, usage, destruction*
- *Jane Doe - LVT (State License #) - receiving, inventory, safe access*
- *John Doe - LVT (State License #) - inventory, handling, usage, destruction, safe access*

## Ordering

(insert here who is responsible for ordering controlled substances, what distributor used for ordering and any other pertinent information in regards to ordering)

### Sample:

- *Dr. Jane Doe - DEA registrant - does all controlled substance ordering*
- *Distributors - MWI, Patterson*
- *Orders are placed on a needed basis*

## Receiving

(Insert here all protocols once a package arrives with controlled substances. Be sure to include who handles packages, places substances in the safe, takes inventory, etc.)

### Sample:

- *Jane Doe - LVT opens the package when it arrives at the hospital, appropriately labels all containers, and places them in a backstock safe in a locked office. All received drugs are logged in VetSnap as well as running back stock log located in the safe.*
- *Backstock inventory is cross-checked weekly by Dr. Jane Doe and Jane Doe LVT*

# Make DEA and State Compliance Easy and Fast

## Usage/Dispensing

(insert here how controlled substances are used within the practice, how they are dispensed, who does the dispensing, where prescriptions are stored waiting for pickup, what documentation protocol is in place)

*Sample: Controlled substances are used for sedation, anesthetic, and analgesic purposes. Medications commonly dispensed outside the practice are "Tramadol" and "Gabapentin". Prescriptions are approved and labels printed by Dr. Jane Doe, filled by any responsible party listed above, and all PMP related information is documented. All documentation happens with VetSnap.*

## Waste/Discard/Expired

(insert here the exact protocol for handling waste, unused, and expired controlled substances. Be sure to include any reverse distributor information)

### **Sample:**

- *Waste*
  - *Entire bottle - Expired containers are mailed back to "xyz reverse distributing" following their protocols, accompanied by a DEA 41 form and documented within VetSnap.*
  - *Withdrawn amount - An amount withdrawn from container but not used is destroyed using RX Destroyer and documented in VetSnap.*

# Make DEA and State Compliance Easy and Fast

## Prescription Monitoring Program (PMP)

(insert here a protocol for PMP reporting and tracking)

*Sample: All dispensed medications are documented and reported to state PMP through "Bamboo Health" following all state requirements*

---

### **Things to keep in mind :**

*The more informative, the better. Ensure all responsible staff have read and understood these policies.*

*Ensure all policies comply with any state/federal regulations. Reference CFR Title 21 Chapter 2 for federal regulations. Your state regulations can be found on your state boards.*

*PMP reporting requirements can be found on the local state department of health website*

