

# **East Central University Controlled Substance Policy**



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## **1. Objective**

The purpose of the Controlled Substance Policy is to provide procedures for the procuring, safe handling and secure storage, inventory tracking, SDS access and disposal of controlled substances at East Central University.

## **2. Purchase of Controlled Substances**

Chemical supplies can be obtained through the East Central University system by current members of faculty or staff for use in appropriate ECU activities, including research and teaching laboratories, demonstrations, and other legitimate activities, as needed.

Requests for the purchase of controlled substances must be approved by the appropriate department Chair or Dean. A requisition will be created by the purchasing agent for that department and will be ordered according to East Central University and State of Oklahoma purchasing guidelines.

## **3. Safe & Secure Storage**

All chemical substances used by the various departments in ECU's College of Health and Sciences (CHS) are to be stored in compliance with all applicable SDS sheets, OSHA 29 CFR 1910.1200 as well as Oklahoma Department of Labor Title 40 ss 401, ECU's Hazard Communication/GHS policy.

All chemicals are to be stored properly in a dedicated chemical store room. All store rooms are to be regularly monitored and kept at proper temperature in accordance to all applicable SDS sheets. Storage rooms in all departments shall be locked when not in use.

## **4. Inventory & Tracking of Controlled Substances:**

All controlled substances within the ECU system shall be inventoried annually by the appropriate holding department and reported to the Safety Coordinator. The inventory and tracking of all controlled substances shall be done from a centrally located inventory program. The inventory of controlled or particularly hazardous

substances shall be shared with the ECU Police Department as well as the City of Ada Fire and Police Departments as deemed necessary by the Safety Coordinator.

## **5. SDS Access & Availability**

SDS sheets are accessible to all ECU staff, faculty and students within the ECU website or available online through various chemical websites. SDS hard copies of chemicals for each department may be available during regular school hours and should be updated annually, or as needed, with inventory. In the absence of the availability of an SDS hard copy, SDS sheets are readily available online from a variety of sources.

## **6. Disposal of Controlled Substances**

Annually or as needed, all chemical waste to be disposed of shall have a Chemical Disposal form filled out and turned into the Safety Coordinator's office. Once the form has been received, the Safety Coordinator will arrange for the movement of the chemical waste to a selected storage area. The Safety Coordinator will arrange for a third party disposal company to remove the waste from campus.

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