

## **STANDARD OPERATING PROCEDURE:**

### **Disposal of Controlled Substances via Cactus Sink**

Document Source: Hazardous Materials and Environmental Protection, Office of Environmental Health and Safety

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#### **Purpose:**

To dispose of chemicals known as Controlled Substances in a safe and cost effective manner, in compliance with federal, state and local regulations.

#### **Procedure:**

- The responsible party/Principal Investigator (PI) for the Controlled Substances (CS) should schedule a disposal time with Environmental Health and Safety (EHS) personnel and the University DEA representative.
- The PI gathers the CS that are for disposal just prior to the scheduled disposal, keeping the CS under control at all times.
- EHS personnel will collect the CS from the PI's lab and move it to the waste room for disposal under the supervision of the PI.
- At the EHS waste room, the CS will be organized by name and by solids or liquids.
- EHS personnel will record CS info into the CS Disposal Log (name of CS, concentration, bottle number, lot number, and expiration date).
- Discarding of CS requires at least two people additional people besides the PI/responsible party. Preferably the witnesses shall include a representative from the hazmat discipline of EHS and the University DEA representative .
- For liquid CS, the EHS personnel performing the disposal will draw remaining CS to be discarded from the bottle with appropriate size needle/syringe.
  - The second witness will verify amount drawn out.\* That amount is then recorded in the corresponding section of the logbook.
  - CS being discarded is then injected into the liquid side of cactus sink.
- For powder CS, the container shall be weighed prior to disposal.
  - The powder CS will be disposed of in the solids slot of the cactus sink. The container shall be rinsed to remove any residual powder and disposed of in the solids slot.
  - The empty container will be weighed, and final weight of CS disposed will be recorded in the CS Disposal Log.
- For CS in the form of pills and patches, place one patch at a time in the patch slot and pills in the powder slot of the Cactus Sink.

- Witness 1 and witness 2 must initial and date the documented section of the open CS logbook where the amount to be discarded is noted.
- If the cartridge of the Cactus Sink becomes full, see the manufacturers instruction on how to replace the cartridge.
- A record of the disposal will be given to the PI and the DEA representative for their inventory records.

\*Note: Per regulation, there can be a discrepancy of up to 0.2 mL for liquid controlled substances and 0.3 mL for viscous controlled substances.