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| Environmental Health and Safety |
| Title: Expired Controlled Substances Waste Disposal SOP |
| Document #: EHS-300-02 |
| Version #: 07 |
| Approved by EHS Date: 29 July 2025 |

I. Purpose

The purpose of this document is to establish defined standard operating procedures for disposal of DEA Schedule II, III, IV and V controlled substances. This procedure provides research and clinical personnel assistance with disposing of unwanted or expired controlled substances in a safe and controlled manner. Schedule I controlled substance should be disposed of with the reverse distributor.

II. Scope

This standard operating procedure applies to all DEA registrants present on University of North Texas Health campus.

III. Procedure

- PI/ DEA registrant in consultation with the Environmental Health and Safety (EH&S) department will dispose the expired/unused controlled substance in possession with the DEA registrant.
- The registrant (Principal Investigator) must fill out the DEA form 41, REGISTRANT RECORD OF CONTROLLED SUBSTANCES DESTROYED (available online)

https://www.deadiversion.usdoj.gov/21cfr_reports/surrend/41_form.pdf

- The registrant and the designated person (2 people) from their laboratory should:
 1. prepare a copy of the completed DEA 41 and the corresponding controlled substance that need to be destroyed.
 2. purchase the authorized pouches from approved brand. Please refer to some of the approved brand listed below.
 - [Deterra® Drug Disposal Pouches, Small - 19549 - Health Care Logistics® | Health Care Logistics.](#)

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- <https://supplystorenow.com/products/elements-drug-deactivation-disposal-system-pouch-package-of-12?srsltid=AfmBOoqB-JdqhEwhC64Sq1y2Uu1T7J9DLudmxrohptZm51ChUnxkNcexVQE>

3. Contact EHS to schedule the disposal process
4. Perform the disposal process as recommended by the company.
Safe Disposal - *Simply add waste medication, fill halfway with warm water, seal and wait 30min before throwing the pouch in the red biohazard waste bag.*
5. The registrant should keep a copy of the signed DEA 41 in their records.\

- Section C (**DEA form 41**). METHOD OF DESTRUCTION: Provide the date, location, and method of destruction. The method of destruction must render the controlled substance to a state of non-retrievable and meet all applicable destruction requirements.
- Section D (**DEA form 41**). WITNESSES: Two authorized employees must declare by signature, under penalty of perjury, that such employees personally witnessed the destruction of the controlled substances listed in Section B in the manner described in Section C. EH&S representative would witness disposal.

Requirement: ONLY Designated people are allowed to involve with the disposal process in their assigned roles.

IV. Responsibility:

PI/DEA registrant:

- Buying the approved pouches
- Arranging / scheduling the disposal, contact safety@unthsc.edu
- Record keeping in the logbook

EH&S – Anne-Sophie Brocard/ Maya Nair / Alan Corbitt or designee

- SOP evaluation, review and approval- Annually or as needed
- Ensuring authorized users are informed on all relevant SOP and procedures
- Approval of DEA orders
- Witness for disposal.

V. References:

EHS Safety Manual

EXPIRED CONTROLLED SUBSTANCES WASTE DISPOSAL SOP

<https://deadiversion.usdoj.gov/drugreg/registration.html>
https://www.deadiversion.usdoj.gov/21cfr_reports/surrend/41_form.pdf
<https://www.unthsc.edu/safety/biosafety/controlled-substances/>

VI. Version revisions:

- Revised and approved by DEA on November 29, 2016
- Revised on September 2018 (collection frequency changes from 2 years to 6 months)
- Revised on January 27, 2020 (extension of collection frequency from 6 months to 12 months if needed)
- Revised on March 5, 2020 (Included incinerator operation process for disposal of controlled substance)
- Revised on March 4, 2025 (changed disposal method to be used, updated EHS contacts)
- Revised July 29, 2025 (updated to new branding and made accessible)
- Revised Jan 28, 2026 renumbered document