

## Controlled Substances Disposal Event

**November 15<sup>th</sup>, 2022**  
**8:30 am to 1:00 pm**

**PSOM Stellar Chance Laboratories – Conference Room 104**

EHRS and OAW are hosting an event to encourage registrants to properly dispose of outdated and unwanted controlled substances. This event is open to all University employees who are current DEA registrants. The Office of the Vice Provost for Research is covering the disposal costs.

EHRS and OAW staff will be onsite to answer questions and provide information on how to work with controlled substances in a compliant manner.

### **Instructions to participate in the event:**

1. A [drug inventory form](#) must be completed electronically and submitted to EHRS. Forms must be forwarded electronically to Jim Crumley and received by **4pm on November 7th, 2022** if you wish to participate. \*
2. New!!! To minimize wait times, we are asking attendees to sign up for a 10-minute time slot. Click [here](#) and just enter your name at desired time.
3. On November 15<sup>th</sup>, 2022, bring the items to [Stellar Chance Room 104](#) anytime between 8:30 am & 1:00 pm. The materials will be transferred to Penn's licensed reverse distributor, and they will be sent offsite for incineration at the conclusion of the event.
4. Copies of the transfer documents will be provided as documentation. These must be maintained in your file for a minimum of two years.
5. Note that it is no longer required to send two people to drop off your drugs.

\*This event is limited to current DEA registrants who wish to dispose of outdated or unwanted controlled substances. We can only accept Schedule II-V drugs at the event. All Schedule I drugs must be handled separately.

If you have any questions, please contact:

Jennifer Davis      or  
OAW  
215-573-0790  
[jennifd@upenn.edu](mailto:jennifd@upenn.edu)

Jim Crumley  
EHRS  
215-746-5036  
[jcrumley@ehrs.upenn.edu](mailto:jcrumley@ehrs.upenn.edu)