**Controlled Substances Disposal Event**

**November 15th, 2023 - 8:30 am to 1:30 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EHRS and OAW are hosting an event to encourage registrants to properly dispose of outdated and unwanted controlled substances.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 university employees who are current DEA registrants. The Office of the Vice Provost for Research is covering the disposal costs.

**Instructions to participate in the event:**

1. A [**drug inventory form**](https://ehrs.upenn.edu/policies-resources/dea-inventory-form) must be completed electronically and submitted to EHRS. Forms must be forwarded electronically to Jim Crumley and received by **4pm on November 8th, 2023,** if you wish to participate. \*
2. **Reserve a time slot!!!** To minimize wait times, **please sign up for a 10-minute time slot**. [Click here](https://docs.google.com/spreadsheets/d/17Pv12pxSHup3hl3HwnBVmf7dccJV1r4-f1btRxgfTt0/edit?usp=sharing) and just enter your name at the desired time.
3. On Nov 15th, 2023, bring the items to [Stellar Chance Room 104](http://www.facilities.upenn.edu/maps/locations/stellar-chance-laboratories) at your chosen time. Controlled substances 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\*This event is limited to current DEA registrants who wish to dispose of outdated or unwanted controlled substances.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 Jim Crumley

OAW EHRS

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