



State of Connecticut Department of Consumer Protection Drug Control Division
 165 Capitol Avenue, Room #145, Hartford, CT 06106
 (860) 713-6065

Controlled Substance Office Stock Advisements

Required Registrations

1. The practitioner responsible for the controlled substance stock must have a current certificate of registration from the State of Connecticut Department of Consumer Protection's Drug Control Division, 165 Capitol Avenue, Hartford, CT 06106 (860-713-6065).

Please Note:

At this time, said registrations expire every two years on February 28th.

2. The practitioner responsible for the controlled substance stock must have a current certificate of registration from the Federal Drug Enforcement Administration, 716 Brook Street, Rocky Hill, CT 06067 (860-257-2601) or JFK Federal Building, Room E-400, 15 New Sudbury Street, Boston, MA 02203 (Main Number: 617-557-2100)(Registration Unit: 617-557-2200 or 2201)(Diversion Unit: 617-557-2191).
3. The practitioner registered for the controlled substance stock is legally responsible for all required controlled substance records and security safeguards pertaining to the controlled substance stock procured pursuant to his/her registration. This applies whether or not the actual procedural steps are delegated to other persons.

Security

1. If the total quantity of Schedule II and III controlled substance stock is less than or equal to 15 controlled substance units, said stock shall be stored in a locked substantially constructed steel or wood cabinet in a securely safeguarded location.

If the total quantity of Schedule II and III controlled substance stock is more than 15 controlled substance units, said stock shall be stored in an approved safe.

Standards for an Approved Safe:

- a. Safe Manufacturers National Association certified as being Class A, B or C.
- b. Underwriters' Labs, Inc. certification as being equipped with a re-locking device.
- c. Weight of 750 pounds or more or rendered immobile by being securely anchored to a permanent structure of the building.
- d. Adequate interior space to store all controlled substances required to be kept within.

A controlled substance unit shall be a unit consisting of a quantity of a controlled substance which shall be determined according to the following formula:

One unit	#100 tablets or capsules #1 pint of liquid ½ ounce powder (crystal, flake or granule) #1 multiple-dose vial #10 suppositories #10 single-dose ampules, tubex, dosettes, hyporettes or single-dose package forms
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2. Schedule IV and V controlled substance stock shall be stored in a locked substantially constructed steel or wood cabinet in a securely safeguarded location.
3. Access to controlled substance cabinets or containers shall be limited to a minimum number of authorized personnel.
4. Controlled substance storage locations shall be securely locked except for the actual time required to remove or replace needed items. Locks shall be kept in good working order with keys removed and said keys shall not be left in a location accessible to other than specifically authorized personnel.
5. In no case shall a practitioner's controlled substance stock be left unsecured or unattended in an examining room, treatment room, automobile or in any other location accessible to non-authorized persons.

Receipt Records

1. Schedule II controlled substance receipt records must be complete, accurate, securely kept for a minimum of three years, separately maintained from other records, readily available and properly executed.
2. Schedule III, IV and V controlled substance receipt records must be complete, accurate, securely kept for a minimum of three years, separately maintained from other records, readily available and bear at least the following information:
 - a. Date of receipt
 - b. Name and address from whom received
 - c. Kind and quantity of controlled substance received

Disposition Records

1. Controlled substance disposition records must be complete, accurate, securely kept for a minimum of three years, separately maintained from other records, readily available and bear at least the following information:
 - a. Date of disposition
 - b. Name and address of the person to whom or for whose use the controlled substance was disposed
 - c. Kind and quantity of controlled substance disposed

Destruction Records

1. Controlled substance stock that is expired or no longer required must be properly secured and safeguarded until destroyed by either the Drug Enforcement Administration (DEA) or the State of Connecticut Drug Control Division.
2. Controlled substance destruction records must be complete, accurate, securely kept for a minimum of three years, separately maintained from other records, readily available and bear at least the following information:
 - a. Date of destruction
 - b. Name, strength, dosage form and quantity of controlled substance destroyed
 - c. Appropriate signatures

Inventory Records

1. An initial controlled substance inventory must be conducted.
2. A biennial controlled substance inventory for the controlled substance stock must be conducted every two years.
3. The Schedule II controlled substance stock must be listed separately from the Schedule III, IV and V controlled substance stock.
4. Controlled substance inventory records must be complete, accurate, securely kept for a minimum of three years, separately maintained from other records, readily available and bear at least the following information:
 - a. Name, strength, type and amounts of all controlled substances on hand
 - b. Name, address and DEA registration number of the registrant
 - c. Date and time inventory was conducted
 - d. Signature of person conducting the inventory