

# Guidelines for using pharmaceuticals by authorized employees

## 822.1 PURPOSE AND SCOPE

This policy will establish guidelines to maintain an inventory control, training, tracking, safekeeping, reconciliation and review/audit of all pharmaceuticals used by the Fontana Animal Services. This policy will be applicable to all Fontana Animal Services Staff (FAST) that may be responsible for performing euthanasia in the field.

## 822.2 POLICY

Title 21, CFR Section 1301.71 (a), requires that all registrants provide effective controls and procedures to guard against theft and diversion of controlled substances. A list of factors is used to determine the adequacy of these security controls. Factors affecting practitioners include:

- a. The location of the premises and the relationship such location bears on security needs
- b. The type of building and office construction
- c. The type and quantity of controlled substances stored on the premises
- d. The type of storage medium (safe, vault, or steel cabinet)
- e. The control of public access to the facility
- f. The availability of local police protection

## 822.3 PROCEDURE

- a. Ordering of a controlled substance (Sodium Pentobarbital) will be completed by the Animal Services Supervisor.
- b. Once supplies are received from a contracted veterinarian, the ASO Supervisor will verify the amount of bottles/quantity received. This information will be documented in the controlled substance log.
- c. The bottles will be entered into the Controlled Substance Log by the ASO Supervisor with the following information:
  1. Date logged
  2. Received amount
  3. Lot No.
  4. Bottle number
  5. Signature of Animal Services Supervisor
- d. The bottles will be placed in a secured double locked cabinet, located in the ASO office. Only trained and qualified ASO personal will use and have access to the locked cabinet.

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#### **822.4 DISPENSING/USE OF CONTROLLED SUBSTANCE**

The following will be documented into the log when any qualified ASO personnel uses a controlled substance (Sodium Pentobarbital):

- a. Date and time
- b. Document the amount used and remaining quantity
- c. Enter the incident number for the call for service
- d. Identify breed of the animal
- e. Identify injury or illness
- f. Signature and ID # of employee

Once the bottle of the controlled substance (Sodium Pentobarbital) is finished, it shall be returned to ASO Supervisor for documentation. The ASO supervisor shall return the empty bottle to the contracted Veterinarian along with a copy of our department log for accountability.

#### **822.5 AUDIT OF CONTROLLED DRUGS**

- a. The ASO Supervisor and the supervising Lieutenant will perform a monthly audit of all pharmaceuticals. The ASO Supervisor shall maintain custody of the log for review.

#### **822.6 TRAINING**

Any ASO personnel who will be using a controlled substance in the performance of their duties on various types of animals, shall first attend a Euthanasia certified course offered by the California Animal Welfare Association.

The training must be provided by a California licensed Veterinarian, Registered Veterinarian Technician, or instructor certified by the California Animal Control Directors Association and State Humane Association. Once the ASO personnel successfully completes the training, a copy of the certificate shall be given to the Fontana Police Training Specialist.