

### **DEA Controlled Substances Disposal Procedure**

Because of the tight restrictions, DEA controlled substances are difficult and costly to dispose of. However, certain controlled substances can be destroyed on campus with permission from the DEA. Because the destruction is done on campus, under the supervision of the University Police, the cost to the university is nothing. In order for Environmental Affairs to accept and destroy DEA controlled substances, the following steps must be taken by the DEA registrant.

- The UW-Milwaukee DEA Controlled Substance Disposal Form on page 2 must be completed in full.
- Contact Environmental Affairs staff at x2883 or x4999 to arrange a time for pick up of the controlled substances. The UW-Milwaukee DEA Controlled Substance Disposal Form should be available at the time of the pick-up. The registrant must be present at the time of pick up in order to sign over custody of the controlled substance to Environmental Affairs.
- After the material has been destroyed, Environmental Affairs will fill out DEA Form 41 for the registrant, which must be signed by a the Environmental Affairs staff member who destroyed the material, the University Police Officer who witnessed the destruction, and the registrant.

Due to DEA regulations, Environmental Affairs is restricted from accepting any controlled substances until the appropriate forms have been submitted. If you have any questions, please contact Environmental Affairs staff at x2883 or x4999



# UW-Milwaukee DEA Controlled Substance Disposal Form

This form must be completed by the registered owner, in full, in order to ensure the disposal of your DEA controlled substance. Upon completion, include a photocopy of your current DEA license and a substance inventory and send to Environmental Affairs Engelmann 270. This form may also act as a change of custody document once signed by Environmental Affairs.

Name

Building  Room

Mailing address:

City  State  Zip

Office Phone:

Registrant's  
DEA Number

Signature: \_\_\_\_\_

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Environmental Affairs Representative.  
*To be signed upon receiving substances during change of custody.*

Signature: \_\_\_\_\_

Registrant will fill in columns 1, 2, 3 and 4. Environmental Affairs will fill in column 5. Please allow one line per container. Information must be as specific as possible. Please type or print.

	1. Name of DEA Controlled Substance for Disposal	2. Initial Volume (gm, ml, tablets)	3. Amount left In Container (gm, ml, tablets)	4. Concentration Of Container	5. Weight (lbs)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Received by Registrant: \_\_\_\_\_ Date Received by En. Affairs \_\_\_\_\_

Date of Shipment: \_\_\_\_\_ Date of Destruction: \_\_\_\_\_