

Controlled Substances Disposal Instructions Schedule I-II Controlled Substances

To disposal of Schedule I or II drugs, pre-approval is required by the disposal Subcontractor, EXP Pharmaceutical, Inc. (EXP).

1. Complete the [EXP Schedule I & II Return request form](#).

Please read the instructions carefully. Careful completion of the form will avoid rejection of your request by EXP. Any questions regarding the form should be referred to EXP (800) 350-0397 x247 or the Controlled Substance Program Administrator.

DEA Name: University of California

DBA Name: Lawrence Berkeley National Lab

Address: One Cyclotron Road, MS (requestors mail stop address)

City, State, Zip Code: Berkeley, CA 94720

EXP Acct: 1872

Buying Group: leave blank

Shipper Phone Number: researcher's phone number

Authorized Registrant: researcher's name

DEA License: Contact the Program Administrator

DEA Exp. Date: Contact the Program Administrator

2. Fax the completed form to EXP. Retain a copy for your records. Do not mail the drugs at this time.
3. EXP will mail a completed DEA 222 form and pre-addressed mailing label to the requestor. The DEA-222 is the authorization to ship the drugs.
4. Contact Property Management, x6569, for an appointment to inventory the drugs prior to packing and mailing. Property Management will come to your location to complete the inventory. **Note: The disposal inventory and shipment of the material must occur the same day.**
5. Once the inventory is completed, pack the material securely. Insert each drug into a separate zip-lock bag (provided by Property Management during the final inventory) then into a second zip-lock bag. Use filler material to pack the contents securely. Insert the DEA 222 form into a zip lock bag before placing it in the package. Use the pre-addressed mailing label provided by EXP for each package. Record the EXP account number on the label. (see above).
6. The items must be tracked during shipment. Any freight carrier may be used (UPS, Fed Ex, or USPS). Be sure to track the shipment and get confirmation of receipt.

7. Retain copies of the shipment and receipt confirmation for your records. If you do not receive the return receipt, contact EXP at 800 350-0397 x247.
8. Once EXP has disposed of the drugs, they will send the Program Administrator the proof of destruction, DEA-41 form. Once this is received, the invoice can be certified. The Program Administrator will file the DEA-41 form in their EXP files.