

## Controlled Substances Disposal Instructions Schedule III - V Controlled Substances

Pre-approval for mailing a Schedule III-V drug is not required.

1. Complete the EXP [Schedule III-V Return Request form](#).

Please read the instructions carefully. Any questions regarding the completion of the form should be referred to EXP (800) 350-0397 x247 or the Controlled Substance Program Administrator. Retain a copy for your records.

**DEA Name:** University of California

**DBA Name:** Lawrence Berkeley National Lab

**Address:** One Cyclotron Road

**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 for the specific registration.

**DEA Exp Date:** Contact the Program Administrator for the specific date.

2. Contact Property Management, x6569, for an appointment to inventory the drugs prior to packing and mailing. Property Management will come to your location for the inventory. **Note: The disposal inventory and shipment of the material must occur the same day.**
3. Once the forms are completed, package the material securely. Insert each drug into a separate zip lock bag then into a second zip lock bag. Use filler material to pack the contents securely. Filler material is available in Building 69. Insert the **original Schedule III-V Return Request** form into a zip lock bag before placing it in the package. Keep a copy for your records. Address the package to:  
EXP Pharmaceutical Services Corp  
48021 Warm Springs Boulevard  
Fremont, CA 94539
4. The package may be shipped by any freight carrier (US Postal Service, United Parcel Service, Fed-Ex, etc.) Be sure to track the shipment and get confirmation of receipt.
5. Retain a copy of the shipping documents and confirmation of receipt for your records. If you do not receive the return receipt, contact EXP at 800 350-0397 x247.
6. Once EXP has disposed of the drugs, they will send the Program Administrator 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.