

COLUMBIA UNIVERSITY
POLICY FOR THE ACQUISITION, USE AND DISPOSAL
OF CONTROLLED SUBSTANCES IN RESEARCH

General Information Regarding Disposal Documentation

If controlled substances expire or otherwise require disposal, the Licensed Individual should contact the supplier and arrange for the documented return of the controlled substances through a reverse distribution process. DOH provides a list of independent [companies](#) that offer reverse distribution services for surrendered materials that are no longer wanted. A current DEA registration number is generally required for these services.

If reverse distribution is not feasible, Licensed Individuals may request approval from the DOH for the on-site destruction of the controlled substances. A [Request for Approval of On-Site Destruction of Controlled Substances](#) (DOH-2340) must be completed as well as [Controlled Substances Inventory Form](#) (DOH-166) listing the controlled substances to be destroyed. A distributor or manufacturer must accept full packages of controlled substances still in their sealed containers, but may choose to accept partial containers, as well. The drug disposal requirements noted above are outlined in NYS Title 890.51 and 80.52.

- DOH-2340 and DOH-166 must be submitted **prior to destruction** and a copy must be maintained for 5 years.
- All requests for approval for destruction must be submitted to the DOH at least 21 working days prior to the proposed on-site destruction date.
- This form must include:
 - The names of 2 individuals who will conduct & witness the destruction.
 - Individuals must be a controlled substances Licensee/Registrant, or other DOH licensee (medical professional)
- The completed destruction & inventory forms must be mailed to:

New York State Department of Health
Bureau of Narcotic Enforcement
90 Church Street, 14th Floor
New York, NY 10007

- All controlled substances must remain securely stored while awaiting approval for disposal.
- Destruction must be completed **exactly** as proposed.
- Once on-site destruction has occurred, the applicant must complete Section III of [Form DOH-2340](#). The original DOH-2340 must then be sent to the DOH area office within 10 days following the approved destruction.
- If the request is denied, instructions will be provided by DOH on how to surrender the controlled substances.
- DEA Form 41 must be completed per the requirement in 21 CFR 1307.21. This form and it's instructions is available online at http://www.deadiversion.usdoj.gov/21cfr_reports/surrend/index.html