

## Storage and Security Resources

### Narcotic Locker Selection Guide and Spec/Pricing Sheets

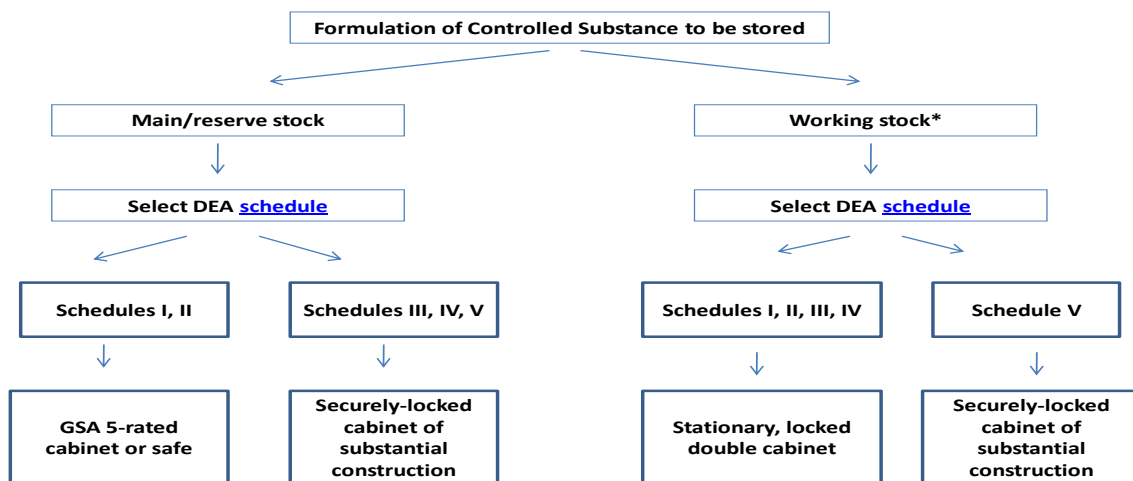
The University has contracted with Empire Safe, a locally-owned and operated distributor of secure storage units, to service researchers' controlled substance storage needs. The storage units located at the links below are designed to meet the requirements for the respective Schedules and formulations of controlled substances as determined by the Decision Tree. Please use the Decision Tree to select the storage unit that meets your needs, and select an option from the links that follow.

For questions, inquiries and to place orders for the storage units listed below, please contact Empire Safe:

- Bruce Schoen, Security Consultant – (212) 684-2255, x227; Cell (917) 539-2405
- email - [bruce@empiresafe.com](mailto:bruce@empiresafe.com)

For internal Columbia purchasing questions, please contact Procurement Services:

- Michelle Cooper, Contract Officer – (212) 854-7326
- email – [mc3081@columbia.edu](mailto:mc3081@columbia.edu)



Use this decision tree to determine the information to be added to page 2 of DOH Application Form 4330

\*Please note – It is anticipated that most Investigators will be handling/storing Working Stocks of Controlled Substances. Please contact EH&S to clarify if your quantity should be considered Working Stock.

[Main Stocks – Schedule I and II](#)

[Working Stocks – Schedule I, II, III and IV](#)

[Working Stocks – Schedule V controlled substances](#)

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April 2023

## Working Stocks – Schedule I, II, III and IV controlled substances

Please note, for the following storage units to meet the “stationary” storage requirement of NYSDOH Section 80.50, researchers must contact Facilities to arrange for the storage unit to be securely mounted to a wall or to the floor.

- GSA Class 5 Safes weighing greater than 750 lbs. are exempt from this requirement.
- Please contact the Facilities department at your campus for installation pricing and scheduling.

### 1. Unit type - Small Size Double Door / Double Key Locker (**example pictured below**)

- Product # - NL2DK-S (SMALL)
- Unit Cost - \$455 delivered locally in NYC

Specifications - 14 1/2”H x 9 1/4” W x 4” D, 20 gauge steel / 11 lbs.

### 2. Unit type - Medium Size Double Door / Double Key Narcotic Locker (**larger size of model pictured below**)

- Product # - NL2DK-M (MEDIUM)
- Unit Cost - \$595 delivered locally in NYC
- Specifications - 24” H x 16” W x 8” D / 20 Gauge steel / 30 lbs.



(Note – Please specify size, small or medium, when ordering Product #NL2DK above)

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**Working Stocks – Schedule I, II, III and IV controlled substances, (continued)**

3. Unit Type – Large capacity Double Door / Double Key Narcotic Locker (**example pictured below**)

- Product # – NL2DK-L (LARGE)
- Unit Cost: \$875 Delivered locally in NYC
- Specifications – 30”H x 18”W x 12”D / 100 lbs.



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## **Working Stocks – Schedule V controlled substances**

(NOTE – This unit is not designed for storage of Schedule I, II, III or IV controlled substances. If storing working stocks of Schedule I-IV substances in addition to Schedule V materials, an additional storage unit is not necessary.)

### 1. Unit Type – Medium capacity single door/ dual key lock control Narcotic Locker (**example pictured below**)

- Product # - NL1D2KS-MED
- Unit Cost – \$375 delivered locally in NYC
- Specifications – 11”H x 15”W x 9” D / 60 lbs /



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## Main Stocks – Schedule I and II Controlled Substances

1. Unit Types(s) – Reconditioned “like new” UL TL-30 steel safe, equipped with either (1) UL
  - Group 1R Combination or (1) UL Type 1 digital lock / interior fitted with (2) adj. shelves
  - Unit Cost –with UL Group 1R Combination lock: List ~ \$2,300 plus \$300 delivery; with UL Type 1 digital lock: \$2,600/\$2,100 plus \$300 delivery
  - Specifications - Interior Dimensions: 30” H x 16” W x 16” D; Exterior Dimensions: 32” H x 18”W x 23”D(overall); Storage capacity: 4.45 cu. ft.; Estimated Weight 900 lbs

If out of the local area shipping as well as reassessed delivery and installation charges will apply based on the location and the delivery conditions.

Reconditioned equipment comes with a full one year warranty on the lock and the product. We have smaller and larger capacity safes which can be quoted upon request.

The UL listed safe will be secured by a DEA approved lock and straight operating handle. The door thickness is approximately 1-1/2” and the body is either 3/4” or 1” in thickness. (photos illustrate a similar sized safe of a lower grade with 1/2” thick walls and 1” thick door plate)



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### **Additional Security Considerations**

In order to minimize opportunities for theft or diversion of controlled substances, practitioners have an obligation not only to provide effective physical security, but also to initiate additional procedures to reduce access by unauthorized persons. Licensed Individuals should consider the following circumstances as part of their overall security program:

- The number of employees...and/or patients who have access to the controlled substances.
- The location of the registrant/facility (high or low crime area).
- Quantity of controlled substances to be kept on hand.
- Prior facility history of theft or diversion.

If any of the above are found to present an extraordinary circumstance, additional procedures are to be implemented, on a case-by-case basis, as necessary.

In addition to the above, please consult the information located at the page linked below:

[http://www.deadiversion.usdoj.gov/pubs/manuals/sec/sec\\_req.htm](http://www.deadiversion.usdoj.gov/pubs/manuals/sec/sec_req.htm)

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