 <p>WEST VIRGINIA Department of <b>Health &amp; Human Resources</b> BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 1 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

## APPROVALS

*Final Draft Review and Approval by Authors on MM/DD/YYYY*  
*Final Draft Review and Approval by OEMS Office Director MM/DD/YYYY*  
*Policy Reviewed and Signed by BPH Commissioner on MM/DD/YYYY*

This policy establishes the standard for the management of Controlled Substances by WV EMS agencies in accordance with Federal DEA Rules and Regulations, WV Legislative Rule §64CSR48-4.12 and WV Legislative Rule §64CSR48-6.2.h. The Federal Rule is found in the Code of Federal Regulations (Title 21 CFR, Part 1300-1399) and the Controlled Substance Act. The possession and administration of controlled substances is governed by the U.S. Department of Justice Drug Enforcement Administration. This can be accessed via the DEA website.

[www.dea diversion.usdoj.gov](http://www.dea diversion.usdoj.gov)

## Definition of Controlled Substance Schedules

Drugs and other substances that are considered controlled substances under the Controlled Substances Act (CSA) are divided into five schedules. Some examples of the drugs in each schedule are listed below.

### Schedule I Controlled Substances

Substances in this schedule have no currently accepted medical use in the United States, a lack of accepted safety for use under medical supervision, and a high potential for abuse.

Some examples of substances listed in Schedule I are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3,4-methylenedioxymethamphetamine ("Ecstasy").


### Schedule II Controlled Substances

Substances in this schedule have a high potential for abuse which may lead to severe psychological or physical dependence.

Examples of Schedule II narcotics include: hydromorphone (Dilaudid®), methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®, Percocet®), and fentanyl (Sublimaze®, Duragesic®). Other Schedule II narcotics include: morphine, opium, and codeine.

Examples of Schedule II stimulants include: amphetamine (Dexedrine®, Adderall®), methamphetamine (Desoxyn®), and methylphenidate (Ritalin®).

Other Schedule II substances include: amobarbital, glutethimide, and pentobarbital.

 <p>WEST VIRGINIA Department of <b>Health &amp; Human</b> Resources BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 2 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

### Schedule III Controlled Substances

Substances in this schedule have a potential for abuse less than substances in Schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence.

Examples of Schedule III narcotics include: combination products containing less than 15 milligrams of hydrocodone per dosage unit (Vicodin®), products containing not more than 90 milligrams of codeine per dosage unit (Tylenol with Codeine®), and buprenorphine (Suboxone®).

Examples of Schedule III non-narcotics include: benzphetamine (Didrex®), phendimetrazine, ketamine, and anabolic steroids such as Depo®-Testosterone.

### Schedule IV Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances in Schedule III.

Examples of Schedule IV substances include: alprazolam (Xanax®), carisoprodol (Soma®), clonazepam (Klonopin®), clorazepate (Tranxene®), diazepam (Valium®), lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

### Schedule V Controlled Substances


Substances in this schedule have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics.

Examples of Schedule V substances include: cough preparations containing not more than 200 milligrams of codeine per 100 milliliters or per 100 grams (Robitussin AC®, Phenergan with Codeine®), and ezogabine.

### DEA Registration

The EMS Agency may obtain DEA registration by one of three methods.

- The Agency Medical Director may apply as the “Registrant”, thereby obtaining a registration number (DEA Number) specific to the Agency. This “registration” would be separate from any other DEA registration the Agency Medical Director may have. Agency medications would be obtained utilizing this registration number.
- The Agency may apply as a “Registrant” in the role of a Mid-Level Provider. The Agency would have its own DEA Number and medications would be obtained through that registration number.

 <p>WEST VIRGINIA Department of <b>Health &amp; Human</b> Resources BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 3 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

- The Agency may obtain controlled substances through the Hospital Registration Number if the ambulance service is operated by the hospital.

### Option for Single Registration

In registering an emergency medical services agency pursuant to paragraph (1), the Attorney General (Federal) shall allow such agency the option of a single registration in each State where the agency administers controlled substances in lieu of requiring a separate registration for each location of the emergency medical services agency.

### Ordering Controlled Substances

All controlled substances must be ordered utilizing DEA FORM 222. This form can be obtained from the DEA and must be completed accurately.

### Delivery

A registered emergency medical services agency may deliver controlled substances from a registered location of the agency to an unregistered location of the agency only if the agency:


- A. designates the unregistered location for such delivery; and
- B. notifies the Attorney General (Federal) at least 30 days prior to first delivering controlled substances to the unregistered location.

### Storage

A registered emergency medical services agency may store controlled substances:

- A. at a registered location of the agency;
- B. at any designated location of the agency or in an emergency services vehicle situated at a registered or designated location of the agency; or
- C. in an emergency, medical services vehicle used by the agency that is:
  - i. traveling from, or returning to, a registered or designated location of the agency in the course of responding to an emergency; or
  - ii. otherwise actively in use by the agency under circumstances that provide for security of the controlled substances consistent with the requirements established by regulations of the Attorney General and WV Office of EMS Policy.

Controlled substances, not on an ambulance, should be stored in a secure fashion in a double locked tamper resistant cabinet. Controlled substances shall be stored with the ability to examine for tampering, expiration dates, and inventory counts. When the storage cabinet is accessed, the inventory should be examined for tampering, and inventory counts shall be reconciled.

 <p>WEST VIRGINIA Department of <b>Health &amp; Human</b> Resources BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 4 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

## Access

In order to minimize the possibility of diversion, the registrant must limit access to the storage areas for controlled substances to a minimum number of authorized employees.

The Registrant may designate other individuals to access controlled substances but the designation must be in writing identifying the individuals granted access.

All access shall occur in the presence of two personnel *authorized by the registrant*. Controlled substances shall be accessed by ALS providers or Registrant's designated personnel. All access should be recorded and witnessed.

The Registrant may designate other individuals to access controlled substances, but the designation must be in writing identifying the individuals granted access.

Individuals authorized by the Registrant can pick up and transport controlled substances. (Incidental contact by Rapid Responders or other ambulance personnel helping the ALS provider carry equipment while on scene is allowed) but the ALS provider must be in control of access to these medications at all times.

ALS providers may have medication stored in the ambulance "jump bag". However, the "jump bag" must be secured using a device such as a tamper detectable plastic lock. The bag must be stored in a secured locked location on the ambulance or in the Agency Station. ALS providers or the Registrants designated personnel must be in control of the bag at all times when not locked in a secure location.

## Administration


Emergency medical services professionals of a registered emergency medical services agency may administer controlled substances in schedule II, III, IV, or V outside the physical presence of a medical director or authorizing medical professional in the course of providing emergency medical services subject to WV §64CSR48.

## Out-of-Service

Ambulances that are out-of-service (inoperable, not available for current operation, no crew available, not functional) shall have their controlled substances removed, secured and accounted for according to the licensed EMS Agency medication management plan. This does not apply to an ambulance that is "out of service" secondary to the crew having lunch, completing reports or other duties, which prevent temporary response to calls.

## Carry Bags / Jump Bags

No "CARRY BAGS /JUMP BAGS" (bags carried by personnel in their personal vehicle) containing controlled substances shall be permitted. No controlled substances can be stored in personal vehicles or on personal property.

 <p>WEST VIRGINIA Department of <b>Health &amp; Human</b> Resources BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 5 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

### Restocking of Emergency Medical Services Vehicles at a Hospital

A registered emergency medical services agency may receive controlled substances from a hospital for purposes of restocking an emergency medical services vehicle following an emergency response, provided all of the following conditions are satisfied:

- A. The registered or designated location of the agency where the vehicle is primarily situated maintains a record of such receipt.
- B. The hospital maintains a record of such delivery to the agency.
- C. If the vehicle is primarily situated at a designated location, such location notifies the registered location of the agency within 72 hours of the vehicle receiving the controlled substances.

The Registrant is required to keep written documentation of this transaction for a period of (2) years.

This documentation must be stored in such a way it can be retrieved within 30 minutes of a request either by the DEA or the WV Office of Emergency Services.

### Facility Replacement

Controlled substance should be replaced according to the licensed EMS agency medication management plan, (§64.48.4.12.) This also applies to replacement of expired medications.

After receiving replacement inventory, the following should be verified by two people:

- Medication
- Amount
- Date received
- Current count
- Inspection of the entire replacement inventory for tampering and expiration dates


If the replacement inventory was damaged or appears to be tampered with during shipment a service supervisor should be notified immediately and proper DEA notification shall be made.

### Documentation

Every Agency must maintain a log of controlled substances.

Such records:

- i. shall include records of deliveries of controlled substances between all locations of the agency; and
- ii. shall be maintained, whether electronically or otherwise, at each registered and designated location of the agency where the controlled substances involved are received, administered, or otherwise disposed of.

 <p>WEST VIRGINIA Department of <b>Health &amp; Human Resources</b> BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 6 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

Every use of controlled substance shall be documented in the patient care record and signed by 2 providers.

Every access to the controlled substances whether for shift change count and examination or during restocking shall be documented with a beginning and ending count.

All documentation shall have a minimum of one printed name in electronic or hand written format.

All Controlled Substance documents shall be securely stored for a minimum of two (2) years, (§64.48.4.13.).

### **Other Requirements**

A registered emergency medical services agency, under the supervision of a medical director, shall be responsible for ensuring that:

- A. all emergency medical services professionals who administer controlled substances using the agency's registration act in accordance with the requirements of this subsection;
- B. the recordkeeping requirements) are met with respect to a registered location and each designated location of the agency;
- C. the applicable physical security requirements established by regulation of the Attorney General are complied with wherever controlled substances are stored by the agency in accordance with the Storage subsection, and
- D. the agency maintains, at a registered location of the agency, a record of the standing orders issued or adopted (WV EMS Protocols).


### **Daily Accountability**

At the start of every shift or transition of crew members, all controlled substances stored on the ambulance shall be examined for evidence of tampering, expiration dates, and count. Counts shall be verified against the last count. Any discrepancy or evidence of tampering shall be reported immediately to agency Supervisor and Medical Director and law enforcement and WV OEMS.

### **Wasting**

Any amount of a controlled substance that is wasted should be witnessed by at least two people and recorded. Any excess medication remaining, after administration to patient, should be wasted under supervision by a nurse at the receiving facility. The name of the nurse witnessing the wastage must be documented in the run sheet. If nursing staff unwilling to witness wastage, the other crew member (s) may witness and sign the run sheet. DEA prefers to utilize a 3<sup>rd</sup> party witness when possible.

### **Theft or Loss of Controlled Substances**

 <p>WEST VIRGINIA Department of <b>Health &amp; Human Resources</b> BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 7 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

Federal regulation requires that registrants notify the DEA Field Division Office in their area, in writing, of the theft or significant loss of any controlled substance within one business day of discovery of such loss or theft. The registrant shall also complete and submit to the Field Division Office in their area, DEA Form 106, "Report of Theft or Loss of Controlled Substances" regarding the theft or loss. (21 C.F.R. § 1301.76(b)). Any theft or loss shall be reported to WV OEMS in addition to the DEA, in writing within one business day.

DEA controlled substance registrants are strongly encouraged to complete and submit the DEA Form 106 online. In addition to being more convenient, completing the form online results in fewer errors. Submission to WV OEMS shall be completed in writing with email meeting that requirement.

If a registrant does not have internet access, a paper copy of the DEA-106 form can be requested by writing to:

Drug Enforcement Administration  
Attn: Regulatory Section/ODG  
8701 Morrisette Drive  
Springfield, VA 22152

### **Breakage and Spillage**


Breakage of controlled substances does not constitute a "loss" of controlled substances. When there is breakage, damage, spillage, or some other form of destruction, any **recoverable** controlled substances must be disposed of according to DEA requirements. Damaged goods may be disposed of through shipment to a "reverse distributor" or by a DEA approved process. The DEA recommends that any registrant seeking to dispose of controlled substances first contact the nearest DEA Diversion Field Office for disposal instructions. In no case should drugs be forwarded to the DEA unless the registrant has received prior approval from the DEA.

If the breakage or spillage is **not** recoverable, the registrant must document the circumstances of the breakage in the inventory records. Two individuals who witnessed the breakage must sign the inventory records indicating what they witnessed. The submission of a DEA Form 41, *Registrants Inventory of Drugs Surrendered*, is not required for non-recoverable controlled substances.

The DEA procedures established for the destruction of controlled substances shall not be construed as altering in any way the state laws or regulations for the disposal of controlled substances. When this disposal occurs, it must be reported to the DEA on a DEA Form 41.

### **Disposal / Expired Drugs**

Controlled substances that are expired or need to be removed from inventory for any reason cannot be wasted. The Registrant will need to request permission from the DEA to dispose of any controlled substance. The registrant shall submit DEA Form 41 at least 14 days in advance of the proposed disposal. The preferred method of disposal is to utilize a reverse distributor (a DEA registered disposal firm.) Other methods need approval from the DEA District Office.

 <p>WEST VIRGINIA Department of <b>Health &amp; Human</b> Resources BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 8 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

Call the Charleston DEA Office (304) 347-5209 for clarification or questions related to the Federal Rule governing Controlled Substances or a list of current reverse distributors.


<https://www.congress.gov/115/plaws/publ83/PLAW-115publ83.pdf>

<https://www.cdc.gov/php/publications/topic/briefs/ema/index.html>

<https://www.ems.gov/pdf/Draft-EMS-Utilization-of-Controlled-Substances-011817.pdf>

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 <p>WEST VIRGINIA Department of <b>Health &amp; Human</b> Resources BUREAU FOR PUBLIC HEALTH Office of Emergency Medical Services</p>	<p><b>West Virginia</b> <b>Office of Emergency Medical Services</b></p> <p><b>Controlled Substance Policy</b></p>	<p><b>Pg. 9 of 9</b></p>
<p><b>Effective Date:</b> <b>MM/DD/YYYY</b></p>	<p><b>Policy Number:</b></p>	<p><b>Revision Date:</b> <b>August 8, 2018</b></p>

**Commissioner Signature Page**

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Reviewed and Authorized by:

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Commissioner and State Health Officer

Date Signed: \_\_\_\_\_