

Hi,

The procedures for requesting disposal of controlled substances are a little different than that of normal waste. There are two methods and it depends on if the substance is orphaned or is under control of the registrant. Below are instructions for both disposal methods:

Method 1 (Substance belongs to a registrant):

1. Complete WVU Substance Transfer for Disposal Form
Form available on EHS website at <http://ehs.wvu.edu/r/download/208982>
2. E-mail it to EHS_Chemicals@mail.wvu.edu
(Subject line: DEA Controlled Substances)

Method 2 (Orphaned Substance):

1. Secure the substance
2. Complete Regular Hazardous Waste Disposal Form
(Fill in the top part completely, you don't have to list the substances on this form you can just enter "See DEA Form 41".)
3. Complete DEA Form 41
(Form available on DEA website at http://www.deadiversion.usdoj.gov/21cfr_reports/surrend/41_form.pdf)
(Complete Sections A and B only. Section C is not applicable. Please use your name as the Contact in Section A)
4. Submit Both to: EHS_Chemicals@mail.wvu.edu
(Subject line: Orphaned Substance)

Please follow above procedures for the applicable method so we can proceed. If you have questions, please feel free to contact me.

Thanks,

Joyce Addison
Hazardous Materials Manager

West Virginia University
Environmental Health & Safety
PO Box 6551
975 Rawley Lane
Morgantown, WV 26506-6551
Office: 304-293-5810
Cell: 304-216-6050
Email: joyce.addison@mail.wvu.edu
Web: <http://ehs.wvu.edu>