

Protocol

- I. TITLE OF PROJECT
- II. STATEMENT OF PURPOSE
- III. NAME AND AMOUNT OF CONTROLLED SUBSTANCE (dosage & total amount)
- IV. DETAILED DESCRIPTION OF RESEARCH
- V. DETAILED DESCRIPTION OF STORAGE OF CONTROLLED SUBSTANCE (Including proposed total quantities to be stored and process for removal from storage)
- VI. SECURITY- All controlled substances should be secured in a vault depending on the type and amount of drug. Please contact the local DEA office for details of the vault requirements.
- VII. The primary custodian will insure that a sufficient number of training aids are available for continuous training. Custodian will ensure that the training aids are changed periodically to keep aids fresh and serviceable. A maximum of 150 grams of marijuana and 10 grams of heroin per day is authorized to be maintained for training purposes.
- VIII. The primary custodian will initiate a procurement request for all drugs required for training aids.
- IX. Upon receiving a new supply of controlled substances, the custodian will weigh drugs and enter into the controlled substances logbook and secure substances in vaults.
- X. ISSUANCE OF TRAINING AIDS:
When training aids are **checked out and returned**, they will be removed and returned from and to the vault by an authorized individual and the following entries recorded in the controlled substances training log. Only aids required for daily training will be removed from the vault.
 - a. Date
 - b. Time
 - c. Destination
 - d. Weight of Aide
 - e. Signature of Individual Receiving Aid
 - f. Signature of Individual Issuing Aid