

Wisconsin Department of Safety and Professional Services

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CONTROLLED SUBSTANCE

SPECIAL USE AUTHORIZATION (SUA) FOR CONTROLLED SUBSTANCES CHECKLIST FOR HUMANE SOCIETIES/ANIMAL TRANSLOCATION

Check each as confirmation of understanding.

Wisconsin Statutes 961.335

- An SUA must be obtained if controlled substances are to be used for euthanasia or translocation for euthanasia. **Controlled substances are not approved for any other use.**
- The SUA is obtained from the Controlled Substances Board.
- The SUA is valid for one year from the date of issue.
- The SUA cost is \$25.00 annually.
- The individual granted this special use authorization is responsible for all activities under this authorization.
- The SUA will specify the name and address of the applicant, the nature of the use, all individuals approved and the amounts of controlled substances see application (**Form #2184**).
- This SUA is limited to those authorized individuals and the amounts of the controlled substances specified on the authorization. Upon SUA renewal, a valid authorization may be amended.
- The amount of drug approved is the total amount of drug that may be purchased or possessed for the entire year of this authorization. The amount of drug in inventory plus the amount of drug purchased may not exceed the total amount of drug approved for the year authorized by this approval.
- Persons who possess a valid authorization issued under this section are exempt from state prosecution for possession and distribution of controlled substances to the extent of the authorization.
- The Controlled Substances Board may suspend or revoke an SUA upon a finding that there is a violation of the rules of the Board.

Controlled Substances Board Policies and Procedures

Initial each item as confirmation of compliance.

- Complete the Application for Controlled Substances Special Use Authorization.
- Only humane society personnel or persons trained and qualified in the business of euthanasia will be issued an SUA.
- The authorized individual must complete a Board approved Euthanasia course. For a list of approved courses go to <http://dsps.wi.gov>.
- Submit copy of certification of completion of an approved Euthanasia course.
- Humane Societies:** For approval of your authorization, you must submit the requirements and the Translocation and Euthanasia Annual report (**Form #2530**).
- Complete annual Translocation and Euthanasia Annual Report (**Form #2530**).
- Humane Societies must specify the number of animals and dosage per animal.
- Humane Society staff may not perform euthanasia until an approved euthanasia course has been completed. Provide a copy of course completions for all new staff listed in item 12 and 13 on (**Form #2184**).
- Intracardiac injection is acceptable only when performed on heavily sedated, anesthetized, or comatose animals.
- You must obtain a Drug Enforcement Administration (DEA) Registration Number.

In accordance with federal and state laws, Special Use Authorization (SUA) holders are only allowed to have possession or use of drug/substance amounts that have been previously authorized and approved by the Controlled Substances Board. Any additional drug/substance amounts that are not authorized by the Controlled Substances Board are a violation of federal and state laws. An SUA may be revoked for this violation.

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A Drug Enforcement Administration (DEA) registration pursuant to section 823 of the Controlled Substances Act (the Act) to manufacture, distribute, or dispense a controlled substance or a List I chemical may be suspended or revoked in accordance with section 824(a)(3) of the Act by the Attorney General [of the United States] upon a finding that the registrant has had his/her [State of Wisconsin Controlled Substances Board Special Use Authorization] suspended, revoked or denied by competent State authority and is no longer authorized by State law to engage in the manufacturing, distribution, or dispensing of controlled substances or List I chemicals or has had the suspension, revocation, or denial of his registration recommended by competent State authority. Suspension or revocation of a DEA registration would entail surrender of the registration certification, any unused DEA Forms 222, and all controlled substances in the possession of the registrant.

- Bolted lock box in transportation vehicle (for translocation purposes only)
- The source of acquisition of controlled substances must be listed, see application (**Form #2184**). (The Wisconsin Crime Lab does not sell controlled substances.)
- DEA 222 forms must be retained in your records.
- Copies of certificate of completion of a Board approved Euthanasia course must be on file with the Controlled Substances Board.
- All records of receipt and disposition of controlled substances must be retained.
- Storage of controlled substances must be in a secure, locked safe. See Physical Security Requirements for Controlled Substances (**Form #2277**).
- Access to the controlled substances is limited to those persons listed on the application.
- The DEA must be contacted for authorization to destroy or dispose any controlled substances.
- Controlled substances must be destroyed in an appropriate manner, as authorized by DEA.

Signature: Date: / /