

ORDER

9000.2A

October 31, 1973

Initiated

By: AAM-400

SUBJECT: CONTROL AND DISPOSITION OF NARCOTICS  
AND DANGEROUS DRUGS

1. PURPOSE. This order redefines uniform procedures for controlling and accounting for narcotics and dangerous drugs, and applies to all Federal Aviation Administration clinical activities which stock, administer and dispense these items. This includes all drugs listed under Schedule I, II, III, IV, and V Substances as published by the new Bureau of Narcotics and Dangerous Drugs of the Justice Department in their Controlled Substances Inventory List. U. S. Code of Regulations, Title 21, Food and Drug, Part 301 through Part 316, implements the Regulations of the Comprehensive Drug Abuse Prevention and Control Act of 1970, P.L. 91-513.
2. DISTRIBUTION. This order is distributed to the following FAA medical offices that handle narcotics and dangerous drugs: All Regional Flight Surgeons (who will make distribution to the Assistant Regional Flight Surgeons in the Air Route Traffic Control (Centers); to the Chief, Washington Medical Clinic, the Chief, Aeronautical Center Aeromedical Clinic Branch, and the Chief, NAFEC Medical Staff; also to the Washington National Airport and Dulles International Airport First Aid Branches, Information copies are furnished to the Chief, Civil Aeromedical Institute, the Washington National and Dulles International Airport managers, and the Chief of the Aeromedical Services Division In Washington.
3. CANCELLATION. Order 9000.2 is canceled.
4. INSTRUCTIONS FOR MAINTAINING NARCOTICS AND DANGEROUS DRUGS. Procurement, maintenance and dispensing of drugs or controlled substances listed in Schedule I and II Substances shall be in compliance with the above references. An itemized account shall be maintained of all narcotics and dangerous drugs as listed in Schedules I and II when received, dispensed, destroyed and remaining on hand in each Clinic or Health Unit or at any other location within the agency where such items are maintained, prescribed and available. A quarterly inventory shall be maintained of all drugs which require the use of Bureau of Narcotics and Dangerous Drugs Form 222c (Schedule I and II Substances) for procurement and for any other drug determined by the responsible physicians to require these control procedures.

A separate itemization shall be furnished for each item on hand. All other drugs under Schedule III, IV, and V Substances should be inventoried biennially (Section 304.13) using the Controlled Substances Inventory List.

5. PRESCRIPTIONS AND DISPENSING. Any drugs under Schedule I, II, III, and IV Substances may be issued and dispensed only by an individual practitioner who is:
  - a. Authorized to prescribe controlled substances by proper registration with the Bureau of Narcotics and Dangerous Drugs in the jurisdiction in which he is licensed to practice his profession and
  - b. Registered as government medical officer having filed an application for registration under paragraphs 3 and 6 of this application, "Certification of Exempt Official," (Form BND-224).
6. DESIGNATION OF INVENTORY OFFICER. An Inventory Officer shall be designated for each location where drugs are received, stocked, and dispensed.
7. DUTIES OF INVENTORY OFFICER.
  - a. Inventory. This official shall perform a quarterly inventory on the last working day of March, June, September, and December of each year of drug items under Schedules I and II. On the quarterly inventory, the appointed officer shall sign his name under the last entry and indicate that, on the date shown, the balance is correct.
  - b. Discrepancies.
    - (1) Error. Any discrepancies traceable to arithmetical error which may occur on the inventory statement shall be noted by the Inventory Officer, adjustment made to compensate for the error, and all pertinent entries initialed and dated by him.
    - (2) Shortage. In the event of a discrepancy due to an actual shortage, the Inventory Officer shall notify the responsible physician, in writing, giving all known details. The physician in turn will notify the District Supervisor of the Regional Bureau of Narcotics and Dangerous Drugs and the responsible Air Transport Security elements. An investigation shall be conducted by the responsible Air Transport Security elements and a detailed written report shall be forwarded to the Regional/Center Director or the Manager, National Capital Airports, as appropriate, and the Federal Air Surgeon.
8. STORAGE. All narcotics and hypnotics shall be kept in a

narcotics vault or appropriate containers approved by the local Security element. It is suggested that a 4/5 drawer steel file cabinet be used, equipped with a steel locking bar arrangement with Sargent Greenleaf Combination Padlock. Single units of drugs kept immediately available on emergency trays shall be afforded appropriate security.

9. CONTAMINATION OR BREAKAGE. If any narcotic is lost or rendered unusable through breakage of the container or other accident, the responsible physician shall immediately submit a signed statement as to the kinds and quantities of narcotics lost or destroyed to the Regional Bureau of Narcotics and Dangerous Drugs. A copy of this statement shall be retained and filed with the other narcotics records.
10. UNDESIRE OR EXCESS NARCOTICS. Undesired or excess narcotics must be either shipped to the Regional Bureau of Narcotics and Dangerous Drugs or destroyed in the presence of a narcotics agent of this Bureau.
11. USE OF FORM. The entries and accountable procedures on FAA Form 9000-1, "Control and Disposition of Narcotics and Dangerous Drugs," of Schedules I and II shall be maintained in a uniform manner as follows:
  - a. Location. Under the heading "Location," enter the physical location of the facility.
  - b. Received By. Under the heading "Received By," enter the signature of the person who initially receives the items. If the person whose signature is in this block leaves the organization, he shall, prior to leaving, request an inventory of those items for which he is responsible and on the form, below the last balance, he shall enter the date, state that the item has been inventoried and the balance is correct as shown, and sign his name. This entry shall be verified and signed by the appointed inventory official.
  - c. Continuation of Form. The form shall continue to be used as long as available space exists. If an additional quantity of drugs is purchased, the quantity received shall be carried forward and included with the quantity on hand. Also, the initiation of a continuation form shall include the last balance on the completed form.
12. AVAILABILITY OF FORM. FAA Form 9000-1, "Control and Disposition of Narcotics and Dangerous Drugs," replaces FAA Form 3107, "Control and Disposition of Narcotics and Hypnotics," which will be used until the stock is exhausted. The form will be stocked in the FAA Depot, FSN 0052-605-2001, unit of issue: Sheet.
13. DISPOSITION OF COMPLETED FORM. Each completed form shall be retained on file in the originating organization for a

period of two years after the last entry date is made on the  
form.

/s/ H.W. Reighard, M.D.  
for P.V. SIEGEL, M.D.  
Federal Air Surgeon