![El Paso Community College logo]

EL PASO COMMUNITY COLLEGE PROCEDURE

CI-1	**Controlled Substances, Precursor Chemicals and Laboratory Apparatus**	**APPROVED**: September 27, 1996 **REVISED**: Year of last review: 2021

AUTHORIZING BOARD POLICY: CI

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Physical Plant

OBJECTIVE: To comply with the Memorandum of Understanding (MOU) by the Texas Department of Public Safety (TDPS) and the Texas Higher Education Coordination Board (THECB) in compliance with the Texas Health and Safety Code, Section 481.0621 (b).

PROCEDURE:

I.   The use of drug precursors shall be reviewed and approved by the Institutional Laboratory Safety Committee.

II.   Drug precursors shall not be ordered without authorization by the El Paso Community College Department of Public Safety (EPCC DPS) and the El Paso Community College (EPCC) Safety Specialist.

III.   The sale, furnishing, or transfer of any controlled item(s) to a person or entity not holding a TDPS permit or waiver is prohibited, unless the recipient is specifically exempted by law or rule.

IV.   A copy of all records of purchase, sale, furnishing or transfer of a controlled item must be maintained at the EPCC DPS. EPCC DPS will report to the TDPS every sale, furnishing or transfer of a controlled item(s) leaving the immediate campus location by the 15th day of the month following the month of sale, furnishing or transfer, using TDPS Form Nar-22.

V.   Each campus site is responsible for ensuring the security of the controlled items by cost- effective means that afford a reasonable sense of safety and accountability. All doors are to be kept locked when a room containing a controlled item is unoccupied and personnel are to be alert and attentive to the disappearance of any of the controlled items.

VI.   In addition, each campus site is responsible for requiring the controlled items to be stored in accordance with recommendations of the manufacturer, the Texas Natural Resource Conservation Commission (TNRCC) and the Federal Environmental Protection Agency (USEPA)

VII.   Discovery of a readily unacceptable discrepancy, loss, pilferage, rained or theft of a controlled item is to be reported immediately to the EPCC DPS at 831-2200. The EPCC DPS will forward a copy of the incident report to the TDPS within five (5) business days.

NOTE: Breakage of glassware during regular laboratory class, due to student or instructor mishandling, is considered an acceptable discrepancy.

VIII. The EPCC Safety Specialist is responsible for ensuring that the District is in compliance with the Health and Safety Code, Section 481.0621 (b), and as prescribed by the TDPS and THECE MOU. He or she shall develop in-house procedures to handle these controlled items from purchase, sale, furnishing, or transfer point to their final destination, and will ensure that EPCC DPS receives the proper information for reporting to the TDPS as indicated in Paragraph II above. EPCC DPS shall be the liaison to the TDPS and other governmental agencies.

IX.   The following precursor chemicals and laboratory apparatus are controlled items:

Precursor Chemicals		Laboratory Apparatus	
1.	Methylamine	A.	Condensers
2.	Ethylamine*	B.	Distilling apparatus
3.	D-lysergic acid	C.	Vacuum dryers

4.	Ergotamine tartrate	D.	Three-necked flasks
5.	Diethyl malonate	E.	Distilling flasks
6.	Malonic acid	F.	Tableting machines
7.	Ethyl malonate	G.	Filter funnels, buchner funnels, and separatory funnels
8.	Barbituric Acid		
9.	Piperidine	H.	Erlenmeyer flasks, two-necked flasks, single neck flasks, round bottom flasks, thermometer flasks, and filtering flasks
10.	N-acetylanthranilic		
11.	Pyrrolidine		
12.	Phenylacetic acid		
13.	Anthranilic acid	I.	Soxhlet extractors
14.	Ephedrine	J.	Transformers
15.	Pseudoephedrine	K.	Flask heaters
16.	Norpseudoephedrine	L.	Heating mantles
17.	Phenylpropanolamine		

*The only precursor chemical on EPCC property.