



CONTROLLED SUBSTANCE DISPOSAL INSTRUCTIONS

There are two methods for disposing of controlled substances. Methodology 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 Controlled Substance Registrant Transfer for Disposal Form available on EHS website at <http://www.ehs.wvu.edu/environmental/waste-management/controlled-substance-disposal-form>
2. E-mail completed form to EHS_Chemicals@mail.wvu.edu (Subject line: Controlled Substance Form)

Method 2 Orphaned Substance (registrant is unknown):

1. Contact EHS at 304-293-3792 or 304-293-7953. EHS and UPD will secure the substance and seek DEA approval for destruction.