



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

DRUG RECORD KEEPING

<p>EFFECTIVE DATE: 11/23/2009 STANDARD NUMBER: N/A</p>	<p>REVIEW DATE: 03/10/2011 APPROVED: <u>Signature on file</u> Sheriff Signature</p>
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1. Purpose:

To make sure that all euthanasia drugs received at the shelter are properly documented and all county, state and federal laws are followed.

2. Rationale

Keeping accurate records regarding euthanasia drugs received and used at the animal shelter is necessary to identify and track these drugs for accounting purposes as well as for ordering. Proper documentation will help ensure that all local, state, and federal laws are followed.

3. Policy

A. Ordering of Euthanasia Drugs

1. The shelter director will be the holder of the Federal DEA and State DEA license.
2. All federal and state laws will be followed when purchasing euthanasia drugs.
3. All required forms and paperwork must be completed. Copies should be kept on file.
4. The shelter director will order all drugs used in the euthanasia process.

B. Receiving the Drug Order

When the shelter receives an order of euthanasia drugs the following should be done:

1. The package and its contents will be examined to make sure that no damage has occurred in shipping.
2. Should damage be found, it should be immediately noted and any amount of drug loss shall be recorded. The supplier should be immediately notified of the damage and loss.
3. The drugs will be counted and recorded. Should there be a discrepancy, it will be noted and the supplier notified of the problem.
4. The drugs will be placed into the main safe for safe keeping. Only the shelter director and/or their designee will have access to the safe.

C. Auxiliary Safe

1. The auxiliary safe will house a small amount of drugs for euthanasia.
2. When drugs are transferred from the main safe to the auxiliary safe, it will be recorded in a drug log.
3. The auxiliary safe should normally hold four bottles of Ketamine and one bottle of Fatal Plus.

D. Recording Drug Usage

1. Any use of the euthanasia drugs must be recorded.
2. Drug usage will be recorded in several areas:
 - i. Recorded on the euthanasia sheet with accompanying signatures of those performing the euthanasia and then placed in the log binder.
 - ii. Recorded in the Records Management System.
 - iii. Recorded as total used in one usage.

E. Disposal of Empty Bottles

1. Empty bottles will be given to the shelter director who will dispose of them.
2. All empty euthanasia bottles will be disposed of at the Weber County Sheriff's Office medical waste facility. No empty euthanasia bottles will be thrown out in the trash.

F. Discrepancies in the Usage Amount

1. Any unusual shortage or overage will be immediately reported to the shelter director.
2. The shelter director will notify the Chief Deputy at the Sheriff's office.
3. If deemed necessary the DEA will be contacted and the overage or shortage will be reported.

G. Mixing of the drugs for Euthanasia

1. Ketamine is received in 10ml bottles and Fatal Plus is received in 250ml bottles.
2. Ketamine is mixed with 1cc of each Aceprazine and Attrophine.
3. This makes a total mix of 12cc.
4. When computing usage use 12cc as the total for the bottle (not 10cc).