

June 19, 1998

**DRUG CHEMISTRY SECTION POLICY/PROCEDURE 96-DCS-1**

**EFFECTIVE DATE:**                      **June 22, 1998**

**TO:**                      Drug Chemistry Section

**FROM:**                SAC Irvin Lee Allcox

**SUBJECT:**    Drug Standards Vault

The Drug Chemistry Section will maintain a drug standards vault where quantities of controlled substances and precursor chemicals will be kept for the Section. Single entry access is prohibited and a two lock system will be utilized so that keys (or key card) from two different people will be required to open the vault. Access to the vault will be limited to the Supervisor and designated chemists, who will maintain the keys to the locks on the vault. The two chemists who open the vault will remain in each others presence during the time period that the vault is open. An activity log will be kept inside of the vault and entries into the vault will be recorded in the log by each of the two chemists who opened the vault. The following information will be recorded in the activity log on each occasion the vault is entered:

Date/Time In; Date/Time Out; Chemists; Substance; Control Number;  
Amount added/subtracted from the Inventory; Total Weight; Remarks

An inventory list of the controlled substances and precursor chemicals kept in the vault will be maintained by the Supervisor and the Equipment and Inventory Manager for the Section. An annual inspection of the controlled substances and precursor chemicals maintained in the drug standards vault will be conducted in the first quarter of each year by the Supervisor and another chemist. The Supervisor will document the results of this annual inspection in a memorandum to the Assistant Director of the Crime Laboratory.

Controlled substance training standards used in the Section's Chemist Training Program will be stored in the vault in a locked box when the controlled substance training standards are not being used for the preparation of samples in the training program. The Coordinator for Chemist Training Program will be responsible for the controlled substance training standards and for maintaining a current inventory list of the controlled substance training standards.

**DRUG CHEMISTRY SECTION POLICY/PROCEDURE 96-DCS-1**

**EFFECTIVE DATE:** June 22, 1998

**SUBJECT:** Drug Standards Vault

---

The Coordinator for the chemist Training Program will also maintain a log book for the controlled substance training standards that records the dates and information pertaining to the use of the controlled substance training standards. The Supervisor and the Coordinator for the Chemist Training Program will conduct an annual inspection of the controlled substance training standards during the first quarter of each year.