

# ORDER

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

9000.2

2/11/69

SUBJ: CONTROL AND DISPOSITION OF NARCOTICS AND HYPNOTICS

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1. PURPOSE. This order prescribes uniform procedures for controlling and accounting for narcotics and hypnotics, and applies to all Federal Aviation Administration medical activities that stock these items.
- \* 2. CANCELLATION. Order AM 9000.1 is cancelled.
3. REFERENCES. Part 151 of Title 26 (Revised as of January 1, 1968), Code of Federal Regulations. Part 165 and Part 166 of Title 21 (Revised as of January 1, 1968).
4. INSTRUCTIONS FOR MAINTAINING NARCOTICS AND HYPNOTICS. Procurement, maintenance and dispensing of narcotic drugs shall be in compliance with the above references. An itemized account shall be maintained for all narcotics and hypnotics received, dispensed, destroyed, and remaining on hand in each Health Unit or at any other location within the agency where such items are permitted and available. A monthly inventory shall be maintained of all drugs which require the use of U. S. Treasury Department Form 2513 for procurement and for any other drug determined by the responsible physician to require these control procedures. A separate itemization shall be furnished for each item on hand. \*
5. DATE FOR TAKING INVENTORY. An actual count of each item in stock shall be taken on the last working day of each month.
- \*\* 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 monthly inventory of drug items. On the monthly 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 discrepancy 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. \*\*

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- \*\* (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 Federal Bureau of Narcotics. An investigation shall be conducted by the responsible Compliance and Security elements and a detailed written report forwarded to the Regional/Center Director 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 Compliance and Security element. 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 Narcotics District Supervisor. A copy of this statement shall be retained and filed with the other narcotics records.
  
- 10. UNDESIRE D OR EXCESS NARCOTICS. Undesired or excess narcotics must be either shipped to the District Supervisor of the Federal Bureau of Narcotics, or destroyed in the presence of a narcotics agent. \*\*
  
- 11. USE OF FORM. The entries and accountable procedures on FAA Form 3107, "Control and Disposition of Narcotics and Hypnotics," 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.

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12. 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.

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