



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
Aerospace Medicine Policy

**ORDER**  
**AM 9000.2C**

Effective Date:  
09/17/2009

**SUBJ:** Control and Disposition of Narcotics and Dangerous Drugs

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**1. Purpose of This Order.** This order defines responsibilities for controlling and accounting for narcotics and dangerous drugs, and applies to the Civil Aerospace Medical Institute medical clinic (CAMI clinic) stocking, administering, and dispensing of these items. This includes all substances listed under Schedule I, II, III, IV, and V as published by the Drug Enforcement Administration of the Justice Department in their Controlled Substances Inventory List. U. S. Code of Regulations, Title 21, Food and Drug, Part 301 through Part 316, implements the Regulations of the Comprehensive Drug Abuse Prevention and Control Act of 1970, P.L. 915130.

**2. Audience.** All Civil Aerospace Medical Institute (CAMI) employees.

**3. Where Can I Find This Order.** You can find this order on the MyFAA Employee website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**4. Cancellation.** Order AM 9000.2B, Control and Disposition of Narcotics and Dangerous Drugs, dated August 15, 2006 is cancelled.

**5. Instructions for Maintaining Narcotics and Dangerous Drugs.** Procurement of drugs or controlled substances listed in Schedule I requires prior approval of the Director, CAMI. Procurement, maintenance, and dispensing of drugs or controlled substances listed in Schedule II shall be in compliance with the above references. The CAMI clinic shall maintain an itemized account of all narcotics and dangerous drugs as listed in Schedules I and II when received, and as dispensed, destroyed, and those remaining in stock. A quarterly inventory shall be maintained for Schedule I and II Substances and for any other drug determined by the responsible physicians to require these control procedures. A separate itemization shall be furnished for each item on hand. All other drugs under Schedule III, IV, and V Substances should be inventoried biennially.

**6. Prescriptions and Dispensing.** Any drugs under Schedule I, II, III, IV, and V Substances may be issued and dispensed only by an individual practitioner who is:

**a.** Authorized to prescribe controlled substances by proper registration with the Bureau of Narcotics and Dangerous Drugs in the jurisdiction in which he is licensed to practice his profession, and

**b.** Registered as a government medical officer having filed an Application for Registration under Controlled Substances Act of 1970, Form DEA-224 or renewal Form DEA-224a (on-line only) and certified as an exempt official.

**7. Designation of Inventory Officer.** The Manager, Occupational Health Division will designate a Pharmacy Control Committee. The Pharmacy control committee is comprised of a chairperson and two additional members. At least one person shall be from a division within CAMI other than AAM-700.

**8. Pharmacy Control Committee.**

**a. Inventory.** The Pharmacy Control Committee shall perform a quarterly inventory on the last working day of March, June, September, and December of each year of drug items under Schedules I and II. On the quarterly inventory, the Pharmacy Control Committee shall sign under the last entry and indicate that, on the date shown, the balance is correct.

**b. Discrepancies.**

(1) Error. Any discrepancy traceable to a mathematical error which may occur on the inventory statement shall be noted by the Pharmacy Control Committee, an adjustment made to compensate for the error, and all pertinent entries initialed and dated by him.

(2) Shortage. In the event of a discrepancy due to an actual shortage, the Pharmacy Control Committee shall notify the Manager, Occupational Health Division in writing, giving all known details. As required, the manager will notify the Drug Enforcement Administration (DEA), Bureau of Narcotics and Dangerous Drugs Control (BNDDC), and the Mike Monroney Aeronautical Center Security and Investigations Division (AMC-700). AMC-700 will notify the Manager, Occupational Health Division, Director, CAMI, and the Federal Air Surgeon of the process.

**9. Storage.** All controlled or otherwise regulated drugs shall be kept in a narcotics vault or other appropriate containers approved by the local security element. The vault will be designed to require two keys from two parties to open. The professional staff shall share one key while the nursing staff shares another.

**10. 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 Manager, Occupational Health Division who determines and executes further distribution as required. A copy of this statement shall be retained and filed with the other narcotics records.

**11. Undesired or Excess Narcotics.** Undesired or excess narcotics must be reported to the Manager, Occupational Health Division who will direct disposition in concert with accepted DEA, BNDDC, or community practices as required.

**12. Use of Form.** CAMI Clinic professional staff use FAA Form 9000-1, "Control and Disposition of Narcotics and Dangerous Drugs" to continuously maintain an active inventory of all controlled drugs. Both professional and nursing staff members gaining access to the vault make entries to inventory, account, and assure security of vault contents. Patient identification

data is required for the ordering and administration of controlled drugs by the staff. FAA Form 9000-1 can be found on the FAA Electronic Document System: <http://feds.faa.gov/>

**13. Disposition of Completed Form.** Each completed form shall be retained on file by the Occupational Health Division, CAMI clinic for a period of two years after the last entry date is made on the form.

**14. Distribution.** This order is distributed to the Director, Civil Aerospace Medical Institute (CAMI) and Manager, Occupational Health Division, AAM-700.

A handwritten signature in black ink, appearing to read "F. Tilton", is positioned above the printed name.

Frederick E. Tilton, M.D.  
Federal Air Surgeon