



Attachment B
2009-242

King County Animal Services and Programs Procedure (DW)

Title Shelter – Standards for Controlled Substances used for Animal Euthanasia by Shelter Staff not assigned to the Veterinary Clinic		Document No. and Revision SH2-016-A
Prepared by and Date: Terry Denend/Sharon G. Hopkins DVM, MPH		Effective Date: 3/19/09
Approved by and Date: 3/17/09	Nancy B McKenney, Interim Manager	

Purpose

To describe the process for ordering, handling, dispensing, storing, recordkeeping, and security of controlled substances used for animal euthanasia at the KCACC animal shelter by non-veterinary staff.

Scope

Animal Care and Control staff

References

RCW 69.50, 69.41	Revised Code of Washington
WAC 246-886-080; 246-887-050; 060; 070; 080	Washington Administrative Code
Washington Department of Health, Board of Pharmacy	Model Policies and Procedures for the Administration and Recordkeeping of Legend Drugs

Forms

N/A	
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Records

N/A	
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Public Disclosure

Any issues regarding Public Disclosure should be coordinated with the RALS Public Disclosure Officer.

Definitions

Term	Description
Euthanasia	The humane death of an animal accomplished by a method that involves instantaneous unconsciousness and immediate death, or by a method that causes painless loss of consciousness, and death during the loss of consciousness.
Euthanasia Ledger/Log	Document that accounts for each euthanasia transaction including animal description and amount of euthanasia drug used.
KCACC	King County Animal Care and Control, a work center in the Animal Services and Programs Section of the Records and Licensing Services Division.
Shelter Manager	The KCACC Manager or Superintendent responsible for shelter and field programs and who co-supervises Clinic Veterinarians and Veterinary Technicians.
WSBP Registrant	The King County Animal Care and Control employee(s) authorized by the Shelter Manager, and on record with the Washington State Board of Pharmacy, responsible for the ordering, possession, safe storage and utilization of sodium pentobarbital.
Sodium pentobarbital	A controlled substance used in the humane euthanasia of animals. Comes under several commercial names including Fatal-Plus, Euthanol, Beuthanasia, and Sleep-Away.
Sodium Pentobarbital Distribution Log	A log accounting for the initial receipt from the vendor of individual bottles of sodium pentobarbital and the bottle number, date, and name of each person assigned a bottle.

Policy

1. All shelter staff shall adhere to federal and state regulations related to the use, recordkeeping, and storage of controlled substances.

Procedure

1.0 Sodium pentobarbital ordering, distribution, and administration

Action By	Action
Shelter Manager	1) Maintain current Controlled Drug registration certificates with US Department of Justice Drug Enforcement Administration and WA Department of Health (Appendix A). 2) Designate personnel with sodium pentobarbital registrant status. Provide information to the Washington State Board of Pharmacy (WSBP). 3) Approve staff members who are authorized to perform euthanasia. Euthanasia approval is based on the following criteria: a. Completion of State-certified euthanasia training b. Approval by KCACC Clinic Veterinarian
WSBP registrant	4) Order replacement supply of sodium pentobarbital using DEA Form 222 and other standard internal order forms required by the Washington State Board of Pharmacy and/or U.S. Drug Enforcement. 5) Maintain a separate file for all sodium pentobarbital invoices with the respective DEA 222 order forms for 3 years.
WSBP registrant or designee	6) Upon receipt of shipment of sodium pentobarbital: a. Conduct inventory to ensure quantity ordered was received. b. Assign and write a unique number on each bottle. c. Add new quantity/bottle numbers to the Sodium Pentobarbital Distribution Log. d. Secure bottles in locked cabinet in shelter supervisor's office.
Euthanasia approved officer	7) Place request for initial bottle of sodium pentobarbital, or replacement bottle, with WSBP registrant or designee.
WSBP registrant or designee	8) If request is for replacement bottle, review Euthanasia Ledger/Log (Appendix B) to verify proper documentation of preceding bottle of sodium pentobarbital and that balance corresponds with amount distributed. 9) Log each issuance of sodium pentobarbital in ink in the Sodium Pentobarbital Distribution Log (Appendix C). Include: a. Date b. Bottle number c. Officer name bottle issued to <hr/> Note: Issue in reverse order (larger number issued first). Place reorder request through contracted vendor when bottle #30 issued.

Action By	Action
	<p>Note: If a mistake is made in the Sodium Pentobarbital Log, do not white-out or line-out. Line-through the entry with the error in a manner that does not obscure the original entry. Correct the entry on the next available line, date and initial.</p>
<p>Euthanasia approved officer</p>	<p>10) Sign Sodium Pentobarbital Distribution Log.</p> <p>11) Complete Euthanasia Ledger/Log in ink as follows:</p> <ul style="list-style-type: none"> a. Write Officer name on outside of associated Ledger/Log b. Write the bottle number at the top of each page c. Write the Supervisor's name who assigned the bottle d. Write date bottle was assigned <p>12) Record the amount of drug used from each assigned bottle and other required information as follows:</p> <ul style="list-style-type: none"> a. Date (month/day) b. Animal Description (Chameleon Animal ID #, breed, sex, age) c. Species (e.g., dog, cat) d. Reason for euthanasia (e.g., medical, owner request) e. Quantity (volume) of pentobarbital used in milliliters (ml) f. Balance remaining in bottle in milliliters (ml) g. Officer's initials <p>13) Secure Sodium Pentobarbital bottle and Ledger/Log in locked euthanasia kit in locked drug cabinet in euthanasia room.</p> <p>14) Update individual animal record in Chameleon with euthanasia date, dose used, reason for euthanasia, and officer's initials.</p>

2.0 Process for drug discrepancies

Action By	Action
<p>Euthanasia approved officer</p>	<p>1) Log any discrepancy in the dispensing and/or inventory of sodium pentobarbital use in the Euthanasia Ledger/Log.</p> <p>2) Bring all discrepancies to the attention of the shelter sergeant.</p>
<p>Shelter sergeant</p>	<p>3) Immediately investigate the reported discrepancy.</p> <p>4) Document findings including any corrective action and file.</p> <p>5) Report findings to the WSBP Registrant.</p>
<p>WSBP Registrant</p>	<p>6) Report any discrepancy that is not resolved and/or corrected within seven (7) days to the Washington State Board of Pharmacy and the U.S. Drug Enforcement in writing (via form</p>

<u>Action By</u>	<u>Action</u>
	106).

3.0 Process for expired drugs

<u>Action By</u>	<u>Action</u>
WSBP Registrant	1) Contact the Washington State Board of Pharmacy at 360-236-4825 for information pertaining to authorized disposal procedures, sites and/or contractors for bottles of sodium pentobarbital that have expired.

Appendices

- A – Certificates of Registration pertaining to controlled substances:
 - US Drug Enforcement Administration
 - WA Department of Health
- B – Sample Euthanasia Log
- C – Sample Sodium Pentobarbital Distribution Log

Revision Index Table

<u>Revision Letter</u>	<u>Reason For Revision</u>	<u>Date</u>
A	Release of new document that removes and updates the previous section of the Euthanasia Procedure document SH2-007 A pertaining to use of controlled substances for euthanasia performed by shelter staff not assigned to the Veterinary Clinic.	3-19-2009

Appendix A (SH2-016 A)

KING CO ANIMAL CONTROL DIV
 KING CO ANIMAL CONTROL SHELTER
 21615 64TH AVENUE SOUTH
 KENT, WA 98032-0000-000



DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
MK0082153	12-31-2011	FEE EXEMPT
SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2N,	MLP-ANIMAL SHELTER	11-07-2008
KING CO ANIMAL CONTROL DIV KING CO ANIMAL CONTROL SHELTER 21615 64TH AVENUE SOUTH KENT, WA 98032-0000		

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
 UNITED STATES DEPARTMENT OF JUSTICE
 DRUG ENFORCEMENT ADMINISTRATION
 WASHINGTON D.C. 20537

This registration is only for use at Federal or State institutions.
 Registered activity within schedule is restricted by your state.

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
 UNITED STATES DEPARTMENT OF JUSTICE
 DRUG ENFORCEMENT ADMINISTRATION
 WASHINGTON D.C. 20537

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
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This registration is only for use at Federal or State institutions.

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DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
MK0082153	12-31-2011	FEE EXEMPT
SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2N,	MFP-ANIMAL SHELTER	11-07-2008
KING CO ANIMAL CONTROL DIV KING CO ANIMAL CONTROL SHELTER 21615 64TH AVENUE SOUTH KENT, WA 98032-0000		

CONTROLLED SUBSTANCE/REGULATED CHEMICAL REGISTRATION CERTIFICATE
 UNITED STATES DEPARTMENT OF JUSTICE
 DRUG ENFORCEMENT ADMINISTRATION
 WASHINGTON D.C. 20537

Registered activity within schedule is restricted by your state. This registration is only for use at Federal or State institutions.

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

Form DEA-223/511 (4/07)

**REPORT
 CHANGES
 PROMPTLY**

REQUESTING MODIFICATIONS TO YOUR REGISTRATION CERTIFICATE

To request a change to your registered name, address, the drug, schedule or the drug codes you handle, please

1. visit our web site at deadiversion.usdoj.gov - or
2. call our customer Service Center at 1-(800) 882-9539 - or
3. submit your change(s) in writing to:
 Drug Enforcement Administration
 P.O. Box 28083
 Washington, DC 20083

See Title 21 Code of Federal Regulations, Section 1301.51 for complete instructions.

You have been registered to handle the following chemical/drug codes:

RECEIVED
 NOV 13 2008
 KING COUNTY ANIMAL CONTROL

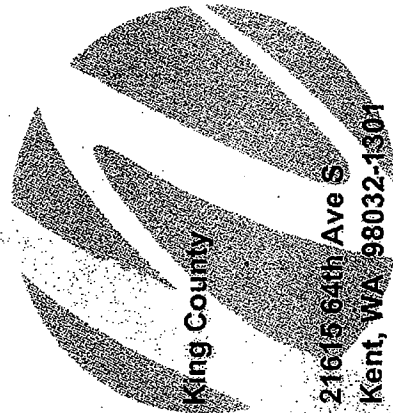
Washington State Department of Health

This organization

King County Animal Control Shelter

is authorized by RCW 69.50 to have a

Drug Animal Control /Humane Society Registration



Operated by: King County

Located at: 21615 64th Ave S
Kent, WA 98032-1301

Washington State Department of
Health

Appendix A (SH2-016 A)

Drugs Policy

Secretary

Credential Number
DRAN.FX.00002724

Status
ACTIVE

Effective Date
10/02/2008

Expiration Date
09/30/2009

THIS LICENSE IS NON-TRANSFERABLE

SAMPLE EUTHANASIA LOG

Bottle #9

1/26/2007 Assigned bottle #9 by Sgt. Diel

2007

Month	Day	Animal Code/Description	Species	Reason	Used	Balance	Officer Initials
Jan	26	New bottle				250 ml	
Jan	26	129064 Pitbull M 3 mo.	D	Medical	5 ml	245 ml	BD
Jan	26	129563 DMH M Adult	C	Feral	9 ml	236 ml	BD
Jan	26	129815 Shepherd M 16 yrs.	D	Owner Request	12 ml	224 ml	BD
Jan	27	129800, DSH, F, 1 yr tortie	C	Behavior	7 ml	217 ml	BD
Feb	2	129949, Staff Terrier, F, 1.5 yr	D	Owner Request	10 ml	207 ml	BD
Feb	2	129828, Sharpei, M, pup	D	Medical	6 ml	201 ml	BD
Feb	2	129938, DSH, F, 3 yrs.	C	Behavior	[returned/re-evaluate]		BD
Feb	2	129948, DLH, F, 13 yrs.	C	Owner Request	4 ml	197	BD

Appendix C (SH2-016 A)

Date	Assigned To	Officers Sig	Supervisor	Bottle
April 21	Issued bottle # 74 to JB	J. Burdick	J. Burdick	74
April 30	Issued bottle # 73 to SN	St. K. Nill	J. Burdick	73
May 2	Issued bottle # 72 to KR	K. Gorman	J. Burdick	72
May 4	Issued bottle # 71 to JW	J. Burdick	J. Burdick	71
May 6	Issued bottle # 70 to SN	St. K. Nill	J. Burdick	70
May 7	Issued bottle # 69 to SN	St. K. Nill	K. Gorman	69
May 17	Issued bottle # 68 to JW	J. Burdick	J. Burdick	68
May 24	Issued bottle # 67 to JW	St. K. Nill	J. Burdick	67
MAY 31	ISSUED BTL # 66 TO SN	St. K. Nill	J. Burdick	66
June 2	Issued bottle # 65 to JW	J. Burdick	J. Burdick	65
June 6	Issued bottle # 64 to SN	St. K. Nill	J. Burdick	64
June 8	Issued bottle # 63 to LM	L. Mason LUT	J. Burdick	63
June 9	Issued bottle # 62 to SN	St. K. Nill	J. Burdick	62
June 12	Issued bottle # 61 to JW	J. Burdick	J. Burdick	61
June 14	Issued bottle # 60 to BS	J. Burdick	J. Burdick	60
JUNE 16	ISSUED BTL # 59 TO SN	St. K. Nill	J. Burdick	59
June 22	Issued bottle # 58 to SN	St. K. Nill	J. Burdick	58
June 28	Issued bottle # 57 to JW	J. Burdick	J. Burdick	57
June 30	Issued bottle # 56 to SN	St. K. Nill	J. Burdick	56
July 03 01	ISSUED Bottle # 55 to SN	St. K. Nill	J. Burdick	55
July 07	Issued bottle # 54 to JW	J. Burdick	J. Burdick	54
July 10	Issued bottle # 53 to JW	St. K. Nill	J. Burdick	53
July 14	Issued bottle # 52 to SN	5227	J. Burdick	52
July 17	Issued bottle # 51 to SN	St. K. Nill	J. Burdick	51
July 21	Issued bottle # 50 to SN	St. K. Nill	J. Burdick	50
July 21	Issued bottle # 49 to JW	J. Burdick	J. Burdick	49
July 26	Issued bottle # 48 to SN	St. K. Nill	J. Burdick	48
July 31	Issued bottle # 47 to JW	J. Burdick	J. Burdick	47
August 2	Issued bottle # 46 to SN	St. K. Nill	J. Burdick	46
August 3	Issued bottle # 45 to SN	St. K. Nill	J. Burdick	45
Aug 7	Issued bottle # 44 to JW	J. Burdick	J. Burdick	44
August 9	Issued bottle # 43 to BS	J. Burdick	J. Burdick	43
August 10	Issued bottle # 42 to JB	J. Burdick	J. Burdick	42