

# STANDARD ADMINISTRATIVE PROCEDURE

## 15.99.99.M0.03 Precursor Chemicals and Specific Laboratory Apparatus

*Approved June 19, 2017*

*Next scheduled review June 19, 2022*

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### Standard Administrative Procedure Statement

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This Standard Administrative Procedure (SAP) sets forth requirements for maintaining purchasing records, guidance on disposal, and acceptable security of precursor chemicals and specific laboratory apparatus pursuant to the Memorandum of Understanding (MOU) between the Texas Department of Public Safety (DPS) and the Texas Higher Education Coordinating Board (THECB).

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### Definitions

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Laboratory Apparatus: condensers; distilling apparatus; vacuum dryers; three - necked flasks; distilling flasks; tableting machines; encapsulating machines; filter funnels; buchner funnels; and separatory funnels; Erlenmyer flask; two - necked flasks; single neck flasks; round bottom flasks; thermometer flasks; and filtering flasks; Soxhlet extractors; transformers; flask heaters; heating mantle; adapter tubes.

Precursor Chemicals: Methylamine; Ethylamine; D-lysergic acid; Ergotamine tartrate; Diethyl malonate; Malonic acid; Ethyl malonate; Barbituric acid; Piperidine; N-acetylanthranilic acid; Pyrrolidine; Phenylacetic acid; Anthranilic acid; Hypophosphorous acid; Ephedrine; Pseudoephedrine; Norpseudoephedrine; Phenylpropanolamine; and Red Phosphorous.

Memorandum on Controlled Substances: The Texas Coordinating Board and the Texas Department of Public Safety signed this agreement in October 1995 (and re-signed in August 2006) per Texas Health and Safety Code Section 481.0621(b) establishing procedures for monitoring controlled substances, controlled substance analogues, chemical precursors and chemical laboratory apparatus used in educational or research activities of institutions of higher education. Except for operations taking place at the Qatar campus, Texas A&M University must comply with the terms of this agreement.

Principal Investigator/Researcher: Qualified person designated by Texas A&M University to direct a research project or program. A Principal Investigator (PI) oversees scientific and technical aspects of a project and the day-to-day management of the research.

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### Official Procedure/ Responsibilities/ Process

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## 1. RECORD-KEEPING REQUIREMENTS FOR PURCHASES

Printed or electronic purchase order records of items listed above must be retained for a period of time as specified in the University's Record Retention Schedule. Upon request, the responsible party, i.e., a Principal Investigator or other TAMU employee who purchases Precursor Chemicals or controlled laboratory apparatus as listed in the *Definitions* section of this SAP, is responsible for making these records available to the Texas Department of Public Safety (DPS). Purchasing records may be obtained from a variety of sources:

- 1.1. Texas A&M employees who purchase controlled laboratory apparatus or precursor chemicals specifically listed in the *Definitions* section of this SAP using the AggieBuy system may query the AggieBuy system for invoice and purchase records.
- 1.2. Purchase records for purchases made prior to implementation of the AggieBuy system may be accessed through FAMIS. Documentation of limited purchases (<\$5,000) should be available from department records.
- 1.3. Purchase records for purchases made using a payment card should be retained by the cardholder (typically the department).
- 1.4. TAMU employees who accept or receive controlled items from the above list (e.g., transfer from colleagues or brought/transferred from another institution) are responsible for retaining records of receipt including date of receipt, amount received and person or entity from whom the item was received.

Assistance in retrieving purchasing records may be obtained from Financial Management Operations (FMO).

All stockroom personnel must be provided a copy of this procedure.

## 2. PROCEDURES FOR DISPOSAL OR TRANSFER OF CONTROLLED ITEMS

Precursor chemicals identified in this procedure, whether used or unused, should be disposed in accordance with the TAMU Hazardous Waste Management program which can be found at <https://ehsd.tamu.edu/Pages/ChemWaste.aspx>.

For TAMUG this procedure can be found at:

[http://www.tamug.edu/EnvironmentalHealthSafety/Lab\\_Research\\_Safety/index.html](http://www.tamug.edu/EnvironmentalHealthSafety/Lab_Research_Safety/index.html)

Environmental Health and Safety (EHS) will provide training, guidance and consultation to the Supervisor of the University's Surplus Properties to enable that department to prevent apparatus listed in this procedure from being transferred or sold through that department except as allowed below.

If the responsible party (or Surplus Properties) wishes to transfer the items listed in these guidelines, the transfer or sales form (Nar-22) must be completed and submitted to the Office of

Safety and Security for review and approval. The responsible party (or Surplus Properties) shall then report to DPS on a Nar-22 form, every sale, furnishing or transfer (excluding disposal) of a controlled item leaving Texas A&M University and must then submit these reports to DPS within 30 days of the furnishing or transfer of the controlled items. This report shall include the name, address, telephone number, permit number, driver license number and date of birth of the recipient of the controlled items.

### 3. SECURITY PROCEDURES GOVERNING THE USE OF CONTROLLED ITEMS

The responsible party is required to provide reasonable security, as set forth in this section, for the controlled items listed in this SAP and the means by which the controlled items can be stored in accordance with recommendations of the manufacturer, the requirement of the Texas Commission on Environmental Quality (TCEQ) or the U.S. Environmental Protection Agency (EPA), if applicable.

- 3.1 Specific locations (e.g., research/teaching areas, storage areas or stockrooms assigned to the responsible party) should establish reasonable security appropriate for the area where controlled items are utilized or stored.
- 3.2 All doors must be locked when the room containing controlled items is not occupied.
- 3.3 Authorized personnel must be alert to any unauthorized personnel entering laboratories containing controlled items, and appropriate action must be taken to assure the security of the controlled items when visitors are present.
- 3.4 Authorized personnel must be alert and attentive to the disappearance of any controlled items and must report losses to the University Police (UPD) immediately (within the next business day) upon the discovery of the loss. UPD shall complete and forward a report to DPS within 5 days after the loss is discovered.
- 3.5 The UPD is available to assist in evaluating and making recommendations regarding site security.

### 4. CONTACT PERSON(S)

The Office of Safety and Security will appoint an individual to serve as the contact person with DPS.

### 5. REPORTS

Any readily discernable discrepancy, loss, pilferage or theft of materials identified in this SAP must be reported to UPD immediately upon discovery. UPD will forward a report to the Texas Department of Public Safety within five (5) days of discovery of the loss.

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## **Related Statutes, Policies, or Requirements**

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Memorandum of Understanding (MOU) between the Texas Department of Public Safety (DPS) and the Texas Higher Education Coordinating Board (THECB)

<http://www.thecb.state.tx.us/reports/PDF/1210.PDF>

[System Regulation 61.99.01, \*Retention of State Records\*](#)

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## **Contact Office**

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Office of Safety and Security

University Police Department

TAMUG EHS office 409-740-4477