

Wisconsin Department of Safety and Professional Services

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CONTROLLED SUBSTANCES BOARD

SPECIAL USE AUTHORIZATION (SUA) FOR CONTROLLED SUBSTANCES CHECKLIST FOR HUMANE SOCIETIES/ANIMAL TRANSLOCATION

Initial each as confirmation of understanding.

Wis. Stat. § 961.335

- _____ An SUA must be obtained if controlled substances are to be used for euthanasia or translocation for euthanasia. **Controlled substances are not approved for any other use.**
- _____ The SUA is obtained from the Controlled Substances Board.
- _____ The SUA is valid for one year from the date of issue.
- _____ The SUA cost is \$25.00 annually.
- _____ The individual granted this special use authorization is responsible for all activities under this authorization.
- _____ The SUA will specify the name and address of the applicant, the nature of the use, all individuals approved and the amounts of controlled substances. See application (Form [#2184](#)).
- _____ This SUA is limited to those authorized individuals and the amounts of the controlled substances specified on the authorization. Upon SUA renewal, a valid authorization may be amended.
- _____ The amount of drug approved is the total amount of drug that may be purchased or possessed for the entire year of this authorization. The amount of drug in inventory plus the amount of drug purchased may not exceed the total amount of drug approved for the year authorized by this approval.
- _____ Persons who possess a valid authorization issued under this section are exempt from state prosecution for possession and distribution of controlled substances to the extent of the authorization.
- _____ The Controlled Substances Board may suspend or revoke an SUA upon a finding that there is a violation of the rules of the Board.

Controlled Substances Board Policies and Procedures

Initial each as confirmation of compliance.

- _____ Complete the Application for Controlled Substances Special Use Authorization (Form [#2184](#)).
- _____ Only humane society personnel or persons trained and qualified in the business of euthanasia will be issued an SUA.
- _____ The authorized individual must complete a Board-approved euthanasia course. For a list of approved courses go to dsps.wi.gov, and select “[Professions](#),” then “[Controlled Substances Special Use Authorization](#).”
- _____ Submit copy of certification of completion of an approved euthanasia course.

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_____ **Humane Societies:** For approval of your authorization, you must submit the requirements and the Translocation and Euthanasia Annual report (Form [#2530](#)).

_____ Complete annual Translocation and Euthanasia Annual Report (Form [#2530](#)).

_____ Humane Societies must specify the number of animals and dosage per animal.

_____ Humane Society staff may not perform euthanasia until an approved euthanasia course has been completed. Provide a copy of course completions for all new staff listed in items 12 and 13 on Form [#2184](#).

_____ Intracardiac injection is acceptable only when performed on heavily sedated, anesthetized, or comatose animals.

_____ You **must** obtain a Drug Enforcement Administration (DEA) Registration Number.

In accordance with federal and state laws, Special Use Authorization (SUA) holders are only allowed to have possession or use of drug/substance amounts that have been previously authorized and approved by the Controlled Substances Board. Any additional drug/substance amounts that are not authorized by the Controlled Substances Board are a violation of federal and state laws. An SUA may be revoked for this violation.

A Drug Enforcement Administration (DEA) registration pursuant to section 823 of the Controlled Substances Act (the Act) to manufacture, distribute, or dispense a controlled substance or a List I chemical may be suspended or revoked in accordance with section 824(a)(3) of the Act by the Attorney General [of the United States] upon a finding that the registrant has had his/her [State of Wisconsin Controlled Substances Board Special Use Authorization] suspended, revoked or denied by competent State authority and is no longer authorized by State law to engage in the manufacturing, distribution, or dispensing of controlled substances or List I chemicals or has had the suspension, revocation, or denial of his registration recommended by competent State authority. Suspension or revocation of a DEA registration would entail surrender of the registration certification, any unused DEA Forms 222, and all controlled substances in the possession of the registrant.

_____ Bolted lock box in transportation vehicle (for translocation purposes only).

_____ The source of acquisition of controlled substances must be listed. See application (Form [#2184](#)). (The Wisconsin Crime Lab does not sell controlled substances.)

_____ DEA 222 forms must be retained in your records.

_____ Copies of certificate of completion of a Board-approved euthanasia course must be on file with the Controlled Substances Board.

_____ All records of receipt and disposition of controlled substances must be retained.

_____ Storage of controlled substances must be in a secure, locked safe. See Physical Security Requirements for Controlled Substances (Form [#2277](#)).

_____ Access to the controlled substances is limited to those persons listed on the application.

_____ The DEA must be contacted for authorization to destroy or dispose any controlled substances.

_____ Controlled substances must be destroyed in an appropriate manner, as authorized by the DEA.

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Signature of Applicant (If unable to provide a digital signature print and sign form.) **Date**