



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
3

PAGE
F2-220.0

SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

NARCOTICS AND DANGEROUS DRUGS

A. General Policy: Narcotics and dangerous drugs are sometimes used in research and are strictly controlled by the University.

The function of Receiving personnel on the UTD Richardson and Callier Center campuses is to inspect for visible damage (see F2-140.0, this section) before delivery to the requisitioner. Receiving personnel are NOT to open material marked "Drug Control Program."

B. Procedure for Receiving Narcotics and Dangerous Drugs Used in Research:

1. Inspect only for visible damage before removal from the delivering vehicle.
2. Do NOT open any package or carton.
3. Set the shipment aside in the specially designated area.
4. Immediately contact the University Safety Manager or his/her designee and the University Police:

	<u>Safety Manager</u>	<u>Police</u>
UTD/Richardson	883-4111	883-2331
Callier Center	3075	3020

to inform them of the arrival of the shipment and the authorized requisitioner.

5. Follow the usual procedure for acceptance of freight/material.
6. Follow the usual delivery procedure on a priority basis.

C. Damaged Shipments (if a shipment exhibits visible damage):

1. Do NOT accept delivery.
2. Do NOT remove the material from the delivery vehicle.
3. Notify the University Police:

UTD/Richardson	Ext. 2331
Callier Center	Ext. 3020

to receive instructions.