

## *Controlled Laboratory Glassware and Precursor Chemicals Policy*

**Scope:** This guidance document applies to all laboratories at UT Health Science Center at San Antonio and is written in accordance with the Memorandum of Understanding (MOU) issued by the Texas Department of Public Safety (DPS) and the Texas Higher Education Coordinating Board (THECB).

**Background:** As written in the Memorandum of Understanding, “the institution or site shall prohibit the sale, furnishing, or transfer of controlled items, including glassware, covered by this MOU to any person or entity not holding a DPS permit, unless the recipient is specifically exempted by law or rule.” A list of these items is shown below. This procedure addresses the proper disposal of such glassware. Precursor chemicals must be stored in a secure location in laboratories until no longer in use. Environmental Health & Safety will collect all unwanted chemicals. Complete a **Chemical Pick-Up Request** from the following website, <http://research.uthscsa.edu/safety>.

Per the Texas Department of Public Safety, Precursor Chemical Program, precursor chemicals and laboratory apparatus are listed below:

<b>Precursor Chemicals</b>	<b>Laboratory Apparatus</b>
<ol style="list-style-type: none"> <li>1. Methylamine</li> <li>2. Ethylamine</li> <li>3. D-lysergic acid</li> <li>4. Ergotamine tartrate</li> <li>5. Diethyl malonate</li> <li>6. Malonic acid</li> <li>7. Ethyl malonate</li> <li>8. Barbituric acid</li> <li>9. Piperidine</li> <li>10. N-acetylanthranilic acid</li> <li>11. Pyrrolidine</li> <li>12. Phenylacetic acid</li> <li>13. Anthranilic acid</li> <li>14. Hypophosphorus acid</li> <li>15. Ephedrine</li> <li>16. Pseudoephedrine</li> <li>17. Norpseudoephedrine</li> <li>18. Phenylpropanolamine</li> <li>19. Red phosphorus</li> </ol>	<ol style="list-style-type: none"> <li>1. Condensers</li> <li>2. Distilling apparatus</li> <li>3. Vacuum dryers</li> <li>4. Three-necked flasks</li> <li>5. Distilling flasks</li> <li>6. Tableting machines</li> <li>7. Encapsulating machines</li> <li>8. Filter funnels, Buchner funnels, and separatory funnels</li> <li>9. Erlenmeyer flasks, two-necked flasks, single neck flasks, round-bottom flasks, Florence flasks, thermometer flasks, and filtering flasks</li> <li>10. Soxhlet extractors</li> <li>11. Transformers</li> <li>12. Flask heaters</li> <li>13. Heating mantles</li> <li>14. Adapter tubes</li> </ol>

**Disposal Procedures:** All laboratory glassware and apparatus must be physically destroyed. Collect all broken glassware in a sturdy cardboard box. When full, close the box securely with tape, label as “Broken Glassware”. Housekeeping staff are instructed to transfer all broken glassware boxes to the General Stores loading dock. Alternatively, any listed materials can be transferred to another responsible party within UT Health Science Center. The department is responsible for maintaining all documentation describing transfers.

**Records and Reports:** Purchase order records should be maintained for all incoming controlled substances, controlled substance analogues, precursor chemicals and laboratory apparatus (including glassware) covered by this procedure. Any discrepancies, losses, or thefts must be reported to the appropriate law enforcement agency (i.e. UT Police) within 5 business days after the date of discovery. This report will be forwarded to DPS within 5 additional business days.

**Sale, Transfer, or Furnishings of Controlled Items:** The sale, transfer, or furnishing of controlled items covered by this procedure are strictly prohibited to any person or entity not holding a DPS permit, unless the recipient is specifically exempted by law or rule. Any mutually agreed upon sales, transfers, or furnishings must be reported to DPS using form NAR-22. This form must be submitted to DPS within 30 days of the transaction. The report must include the name, address, telephone number, permit number, driver license number, and date of birth of the person receiving the items.

**Audits and Inspections:** Audits and inspections may be conducted at any time by any DPS agent.

**Security and Storage:** All controlled items listed in this procedure must be secured in accordance with the recommendations set forth by the manufacturer, Texas Commission on Environmental Quality (TCEQ) and the Federal Environmental Protection Agency (EPA). This includes electronic records and physical security.

Additional information may be obtained from the following website:

Texas Department of Public Safety  
<http://www.theccb.state.tx.us/reports/PDF/1210.PDF>

Environmental Health & Safety, 1.343T DTL  
(210) 567-2955  
<http://research.uthscsa.edu/safety>

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