CHECKLIST FOR CONTROLLED SUBSTANCE PLAN

Each ALS Provider that carries controlled substances shall develop a Controlled Substance Plan (CSP). The CSP will describe, in detail, how the provider will obtain initial stock, securely transport, document use, waste, and restock, and, if necessary, maintain a secure onsite lock-up of all controlled substances. While CSPs may vary in structure, CSPs must contain specific documentation, forms, and procedures, for each of the following elements:

1. Controlled Substance Security:
   - Each cartridge/syringe shall have a tamper-proof seal.
   - Will be secured together inside a key-locked container.
   - Containers shall be secured in either a cabinet inside the ALS vehicle, or storage cabinet inside a key-locked storage room.

2. List the method of Drug Enforcement Agency (DEA) Registration that will be used.

3. Process of obtaining an initial stock for each ALS vehicle:
   - Must be delivered to the ALS vehicle by a Provider Supervisor.
   - Each drug box must be numbered.
   - Maximum amount of controlled substances carried in each box.

4. Restock following administration in the field.

5. Restock following loss or breakage of container.

6. List methods of testing those who are suspected of abusing/diverting drugs.

7. Develop an internal orientation for new employees.

8. Develop an internal on-going training program.

9. Develop a quality improvement program.

10. Designate a CSP Oversight Coordinator and submit name and signature.

11. Obtain a service Medical Director’s signature of approval.

*Each ALS Provider shall submit a CSP to the Office of Emergency Medical Services for approval prior to applying to the DEA.*

NOTE: This is merely a checklist intended to notify ALS Provider’s of the requirements for the initial and continuous acquisition of controlled substances.

Revised 5/9/2014