

EL DORADO COUNTY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINE

ARTICLE 4: ROUTINE PROCEDURES

EFFECTIVE DATE: 05-20-2003

**SECTION 17: CONTROLLED SUBSTANCE
ACCOUNTABILITY**

REVISED: 03-24-2018

- 4.17.1 PURPOSE: To establish a consistent method for accounting for Controlled Substances on all units, whether in-service, out of service, uncovered, on loan to another agency, or on loan to County Fire.
- 4.17.2 PROCEDURE:
- 4.17.2.1 All units operated by the El Dorado County Fire District shall have the Controlled Substances (Narcotics) in a secured container (key locked or tamper proof seal) with the Controlled Substance Administration Log / Daily Controlled Substance Log kept with the Controlled Substances and accessible for daily sign-off.
- 4.17.2.2 The secured container shall be kept either in a locked cabinet within the patient care compartment on medic units or in a locked EMS compartment on engines.
- 4.17.2.3 The key(s) shall be kept in an area separate from the locked cabinet, but accessible to the patient care provider.
- 4.17.3 The following shall happen to the Controlled Substances depending on the status of the vehicle.
- 4.17.3.1 IN-SERVICE – Controlled Substances shall be kept with this vehicle and comply with Section
- 4.17.3.2 OUT-OF-SERVICE – The Controlled Substances shall be kept in the secured container and moved to the In-Service vehicle and both sets shall comply with Section
- 4.17.2.1. (Example: M17 goes in for routine maintenance and moves into M217. M17's controlled substances are moved to M217 and both sets of controlled substances would be on M217 and comply with Section 4.17.2.1.)
- 4.17.3.3 UNCOVERED – Controlled Substances shall be kept with this vehicle and comply with Section 4.17.2.1.
- 4.17.3.4 ON LOAN TO ANOTHER AGENCY – The Controlled Substances shall remain on this vehicle and become the responsibility of the receiving agency. (Example: M226 is put into service as M48. M48's crew would be responsible for signing the Controlled Substance Administration Log / Daily Controlled Substance Log and complying with Section 4.17.2.1.)

4.17.3.5 ON LOAN TO COUNTY FIRE – The Controlled Substances assigned to the loaner vehicle shall become the responsibility of County Fire personnel. The Controlled Substances from the out-of-service vehicle shall be moved to the loaner vehicle and comply with Section 4.17.2.1. (Example: M285 is put into service as M26. Personnel assigned to M26 will be responsible for signing the Controlled Substance Administration Log / Daily Controlled Substance Log for both sets of Controlled Substances and complying with Section 4.17.2.1.)