

**INSTRUCTIONS FOR ON-SITE DESTRUCTION OF  
CONTROLLED SUBSTANCES (DOH-2340)**

1. Complete Section I of DOH-2340, *Request for Approval of On-Site Destruction of Controlled Substances*. The request must include the names of two individuals who will conduct and witness the destruction. One of these individuals must be a New York State licensed practitioner, nurse, pharmacist, or other BNE authorized person. You must keep a copy for your records.
2. Conduct an inventory of all controlled substances to be destroyed and record on DOH-166 form(s), *Controlled Substances Inventory Form*. You must keep a copy for your records.
3. Send DOH-2340 and DOH-166 forms to the appropriate area office of the New York State Bureau of Narcotic Enforcement. A listing of area offices by county appears below.
4. The DOH-2340 form will be returned to you, indicating if complete or partial approval was granted. If the request is partially approved, the indicated drugs must be surrendered to the Central Office as required by the Bureau. Should the request be denied, you will be provided instructions on how to surrender the controlled substances.
5. Destruction must be completed exactly as proposed. No substitutions of place, time, or personnel will be permitted unless prior approval is granted by BNE.
6. Once destruction has occurred, applicant must complete Section III of DOH-2340. **The original DOH-2340 must be sent to the appropriate area office within 10 days following the approved destruction.** You must retain a copy of DOH-2340 and a copy of DOH-166 for a period of five years.

**INSTRUCTIONS FOR CONTROLLED SUBSTANCE INVENTORY FORM (DOH-166)**

Conduct an inventory of all controlled substances to be destroyed and list them on DOH-166 form(s), *Controlled Substances Inventory Form*.

- List each drug on a separate line; do not skip lines; void or cross out any remaining blank lines; use additional forms as necessary; number the pages on the top left.
- Indicate the strength and the dosage form of the drug. (e.g. 10mg tablets, 20 mg/ml)
- Enter the TOTAL quantity of the drug being destroyed. (e.g. 15ml, 169 tablets)
- Enter the reason for destruction. (e.g. discontinued, deteriorated, excess, or undesired)
- Enter the source of drugs. (e.g. wholesaler/distributor, main stock, or other identifying location)
- Class 3A licensed facilities must include prescription numbers and name of pharmacy. Do not include patient names.

New York State Department of Health Bureau of Narcotic Enforcement 433 River Street, Suite 303 Troy, NY 12180 (866) 811-7957			New York State Department of Health Bureau of Narcotic Enforcement 584 Delaware Avenue Room 202 Buffalo, NY 14202 (716) 847-4532				New York State Department of Health Bureau of Narcotic Enforcement 90 Church Street, 14 <sup>th</sup> Fl. New York, NY 10007 (212) 417-4103		
Albany	Greene	Schenectady	Allegany	Cortland	Livingston	Oswego	Tioga	Bronx	Sullivan
Clinton	Hamilton	Schoharie	Broome	Delaware	Madison	Orleans	Tompkins	Kings	Suffolk
Columbia	Montgomery	Ulster	Cattaraugus	Erie	Monroe	Otsego	Wayne	New York	Westchester
Dutchess	Orange	Warren	Cayuga	Genesee	Niagara	Schuyler	Wyoming	Nassau	
Essex	Putnam	Washington	Chautauqua	Herkimer	Oneida	Seneca	Yates	Queens	
Franklin	Rensselaer		Chemung	Jefferson	Onondaga	St. Lawrence		Richmond	
Fulton	Saratoga		Chenango	Lewis	Ontario	Steuben		Rockland	