

# Controlled Substance Operational Plan



Yaphank Fire District  
31 Main Street  
Yaphank, NY 11980

## TABLE OF CONTENTS

### 1) Personnel - Duties & Responsibilities

- A) All Members/Employees
- B) Agency Medical Director
- C) Controlled Substance Agent
- D) Alternate Controlled Substance Agent
- E) Certified & Authorized Members
- F) Chief Executive Office
- G) The Supplier of Controlled

### 2) Storage of and Access to Controlled Substances

- A) Storage Location of Controlled Substance
- B) Controlled Substances Packs
- C) Environmental Concerns
- D) Department of Health Access
- E) Theft, Loss, Diversion or Security Breach
- F) Vehicle Breakdown or Vehicle Out-Of-Service

### 3) Record Keeping

- A) Tracking and Recording of Controlled Substances
- B) Forms Used by the Yaphank Fire District

### 4) Procedures

- A) Obtaining Controlled Substances
- B) Source and Packaging
- C) Quantities of Sub-stocks
- D) Administration of Controlled Substances
- E) Online Protocols
- F) Designated Physicians
- G) Controlled Substances in Private Vehicles
- H) Notification of Change of Agent, Chief or CEO
- I) Disposal of Partial Dosages and Opened/Unused Controlled Substances

### 5) Signature Pages

## 1) PERSONNEL - DUTIES & RESPONSIBILITIES

### A) All Members/Employees:

All members and employees of the Yaphank Fire District (hereafter referred to as "YFD") are required to promptly report any loss, theft, or suspected diversion of a controlled substance to both the Board of Fire Commissioners and the Controlled Substance Agent. In such cases, a Loss of Controlled Substance Report (DOH-2094) must be completed. Members and employees of YFD may serve as witnesses in the reporting process if needed.

The Controlled Substance Agent is responsible for reporting all incidents involving the loss, theft, or diversion of controlled substances to the Agency and System Medical Directors, the Bureau of Narcotics Enforcement, and the New York State Bureau of Emergency Medical Services.

All members and employees must formally acknowledge this responsibility in writing using a form provided by the Yaphank Fire District. **Form YFD CS#4**

### B) Agency Medical Director:

The Board of Fire Commissioners hereby appoints Dr. Jerry Rubano as the Agency Medical Director for the Yaphank Fire District.

Dr. Jerry Rubano, serving as the Agency Medical Director for the Yaphank Fire District, is responsible for overseeing all medical aspects related to the use of controlled substances. His duties include ensuring that controlled substances are administered in full compliance with the New York State DOH BEMS Collaborative Advanced Life Support Adult and Pediatric Care Protocols, as approved by the Suffolk Regional Emergency Medical Advisory Committee (REMAC), the System Medical Director, and the New York State Department of Health. Copies of all approved protocols are maintained on file. Any modifications to these protocols must receive prior approval from the New York State Department of Health before they may be implemented.

Dr. Rubano is also accountable for the proper use and documentation of controlled substance administration within the agency. To support this responsibility, he must receive a copy of the patient's Electronic Prehospital Care Report (EPCR) or Prehospital Care Report (PCR) within 72 hours of any such administration.

Additionally, Dr. Rubano will meet with the agency's Advanced Life Support (ALS) providers on a routine basis to conduct case reviews, facilitate continuing education, and support ongoing quality assurance and quality improvement (QA/QI) initiatives. He also oversees any remediation efforts involving authorized providers as they relate to the administration or handling of controlled substances.

### **C) Controlled Substance Agent**

The Board of Fire Commissioners of the Yaphank Fire District shall appoint a qualified EMT-Critical Care Technician or Paramedic, who is either a member or employee of the Yaphank Fire District, to serve as the Agent for Controlled Substances (hereinafter referred to as "the Agent").

The Agent for Controlled Substances, as appointed by the Board of Fire Commissioners of the Yaphank Fire District, is responsible for overseeing the acquisition, storage, distribution, documentation, and regulatory compliance related to the agency's controlled substances plan. Responsibilities include, but are not limited to, the following:

**a) Acquisition and Transport:**

The Agent shall obtain controlled substances from NYU Langone Hospital–Suffolk (hereafter referred to as "the Supplier") in accordance with the terms of the written agreement. Transport of controlled substances between the Supplier and YFD must be conducted discreetly, in a manner that does not draw attention to the contents. All transportation shall occur in a marked vehicle certified by the New York State Bureau of Emergency Medical Services (NYS Bureau of EMS).

**b) Storage, Distribution, and Security:**

The Agent shall ensure that all controlled substances are:

- Properly documented and secured in the main stock safe.
- Appropriately distributed to sub-stocks, which may include:
  - The on-duty ALS provider carry pack.
  - The ambulance sub-stock safe.
  - The transfer/securement sub-stock safe.

Each sub-stock shall be maintained in sealed cases (hereinafter referred to as the "Pack") secured with numbered tamper-evident tags.

**c) Recordkeeping and Inventory Management:**

The Agent shall maintain accurate records of all controlled substances using **SCHEDULE2.IT**, an online narcotic inventory tracking system approved by YFD. This platform must comply with the DEA Controlled Substances Act as well as the recordkeeping and retention requirements of New York State (10 NYCRR Part 80, Sections (i) and (j)).

**d) Monthly Audits and Verification:**

The Agent shall perform monthly audits to verify the inventory of each controlled substance in both the main stock and all sub-stocks. Audits must verify both quantity and the integrity of all packaging and security seals. All audits shall be documented using the SCHEDULE2.IT program.

e) **Access Control:**

The Agent shall issue authorized ALS providers a Personal Identification Number (PIN) and register their fingerprint for access to both the ambulance sub-stock safe and the transfer/securement sub-stock safe.

f) **Regulatory Compliance and Plan Updates:**

The Agent is responsible for submitting to the New York State Department of Health (NYS DOH) any proposed changes to this Operational Plan or the Agency's Quality Assurance (QA) Plan. This includes, but is not limited to:

- Changes to the location or configuration of all stock and sub-stock storage.
- Modifications to safeguarding procedures or security protocols.
- Updates to access controls for controlled substances.

The Agent must also ensure that authorized representatives from the NYS DOH are granted access to all controlled substance storage locations for inspection purposes.

**D) Alternate Controlled Substance Agent**

The Board of Fire Commissioners of the Yaphank Fire District shall appoint a qualified EMT-Critical Care Technician or Paramedic, who is a member or employee of the Yaphank Fire District, to serve as the Alternate Controlled Substance Agent (hereinafter referred to as "the Alternate Agent").

The Alternate Agent shall assume all the duties and responsibilities of the Agent during periods of the Agent's unavailability, upon receipt of written notification from the Chairperson of the Board of Fire Commissioners.

**E) Certified & Authorized Individuals**

Certified and Authorized Individuals must be members or employees of YFD. All individuals must meet the following criteria and take the needed actions to access and administer controlled substances:

- a) Authorized Controlled Substance providers must possess current certification as an EMT-Critical Care Technician or Paramedic in New York State, be credentialed to operate within the Suffolk County Emergency Medical Services System, be authorized advanced life support providers for the YFD, and receive authorization to administer controlled substances from the Chairman of the Board, the Controlled Substance Agent, and the Agency Medical Director.
- b) Authorized providers are responsible for safeguarding and handling controlled substances while operating on emergency calls to which the Agency has been formally assigned. They must ensure that only authorized personnel have access to and/or handle controlled substances.
- c) Authorized providers must notify the Controlled Substance Agent of all administrations, waste, and disposal of controlled substances—or any attempted actions thereof—within twenty-four (24) hours of the occurrence.
- d) Authorized providers must report any loss, theft, or diversion—or attempted actions thereof—of controlled substances to the Controlled Substance Agent and the Chairperson of the Board within twenty-four (24) hours of discovery and complete the Loss of Controlled Substance Report (DOH # 2904).

- e) Authorized providers shall complete the Controlled Substances Sub-Stock Inventory Log in Schedule 2.IT, the Pre-Hospital Care Report (EPCR/PCR), and any other required forms for each administration or distribution of a controlled substance. If applicable, they must also complete the Loss of Controlled Substance Report (DOH # 2904).
- f) Authorized providers must immediately report to the Controlled Substance Agent and the Chairperson of the Board any loss, theft, or diversion of biometrically encoded vault access or plastic carrying cases upon discovery.
- g) If a provider is carrying a pack and is unable to transfer a sealed case to the next on-duty responder, the case must be secured in the Transfer/Securement Safe and the transaction documented in SCHEDULE 2.IT.
- h) Authorized providers will be provided with copies of this Operational Plan and the Agency's Quality Assurance Plan and must acknowledge receipt in writing using a form provided by the Agency. **Form YFD CS#3**

#### **F) Chief Executive Officer**

The Chairperson of the Board of Fire Commissioners shall bear ultimate responsibility for the following:

- a) Ensuring that all reports and reporting procedures comply fully with Part 80 of the New York State Department of Health Codes, Rules, and Regulations, as well as this Operational Plan.
- b) Unless the Chairperson is an authorized provider for the Agency, they shall not have access to the Controlled Substance stock or sub-stocks.
- c) The Chairperson shall not be relieved of liability nor held harmless from their responsibilities under Part 80, the Operational Plan, or the Quality Assurance Plan, regardless of any delegation of duties.
- d) The Chairperson may verify the Controlled Substance inventory, provided such verification is conducted in the presence of both the Controlled Substance Agent and Secondary Agent, or the Agency Medical Director.

#### **G) The Supplier of Controlled**

The designated supplier of controlled substances for the YFD is **NYU Langone Hospital Suffolk**.

- a) NYU Langone Hospital Suffolk, located at 101 Hospital Rd, Patchogue, NY 11772, has been formally designated by the YFD as the sole supplier of all controlled substances.
- b) The Supplier shall provide a written statement to the YFD confirming their agreement to serve as the supplier for all controlled substances.
- c) The Supplier shall furnish a written acknowledgment of their responsibility for inventory management and proper use of the controlled substances supplied to the Agency.
- d) The Supplier shall document the initial and replacement quantities of all controlled substances provided to the Agency.
- e) The Supplier shall establish and document a specific procedure outlining the replacement process for controlled substances, identifying authorized personnel

responsible for executing the procedure, and specifying the frequency of replacements.

- f) The Supplier shall provide the Agency with a written statement affirming acceptance of the Agency's Controlled Substances Operational Plan as outlined herein.
- g) The written agreement between the Agency and the Supplier shall be executed by the Chief Executive Officer of NYU Langone Hospital Suffolk and the Director of Pharmacy. The Chairperson of the Board and the Medical Director for the Fire District shall also be signatories to this agreement.

## **2) STORAGE OF AND ACCESS TO CONTROLLED SUBSTANCES**

### **A) Storage Locations of Controlled Substances**

All controlled substances shall be stored in steel safes equipped with biometric and passcode access. Each safe must have the capability to generate a detailed audit trail. Access to the audit and access control program will be restricted to the Controlled Substance Agent and the Secondary Agent.

All additions to and removals from the stock and sub-stocks shall be recorded in **Schedule 2.IT**, and a witness will be documented where required.

Controlled substance storage is divided into the following categories:

- a) **Stock Safe**  
All controlled substances received from the Supplier will initially be stored in the Stock Safe prior to distribution. This safe shall be permanently affixed within the EMS Supply Room at the Yaphank Fire District ambulance building. Access to this safe is restricted to the Controlled Substance Agent, Secondary Agent, and the Agency Medical Director.
- b) **Ambulance Sub-Stock Safe**  
Each YFD-operated ambulance shall be equipped with a sub-stock safe containing one (1) controlled substance pack. These safes shall be securely mounted in a cabinet accessible from the patient transport area. Access is limited to the Controlled Substance Agent, Secondary Agent, and authorized EMT-Critical Care Technicians (EMT-CCs) and Paramedics employed or affiliated with the YFD.
- c) **Transfer/Securement Sub-Stock Safe**  
This safe is located within a locked ALS cabinet at the YFD ambulance building and is used to store controlled substance packs not currently assigned to ambulances or in the possession of an authorized on-duty EMT-CC or Paramedic. This safe is also used to secure carry packs when they are not being handed off to another authorized provider, or when ambulance units are temporarily taken out of service. Access is limited to the Controlled Substance Agent, Secondary Agent, and authorized EMT-CCs and Paramedics of the YFD.

## **B) Controlled Substance Packs**

There shall be a total of five (5) Controlled Substance (CS) Packs, each uniquely numbered from 1 through 5. Each CS Pack will be secured with a numbered, tamper-evident security seal.

- One (1) CS Pack shall be maintained in the possession of the on-duty authorized ALS First Responder.
- One (1) CS Pack shall be stored in the Narcotics Safe onboard each of the Yaphank Fire District ambulances, designated as 5-30-16 and 5-30-17, totaling two (2) CS packs.
- The remaining two (2) CS Packs shall be stored in the Transfer/Securement Safe located within the ALS Locker in the EMS Ready Room at the Yaphank Fire District.

### **Access and Authorization**

Access to CS Packs is restricted to certified and authorized members or employees of the Yaphank Fire District. Each individual must sign an acknowledgment form, provided by the Yaphank Fire District, confirming receipt of their unique access PIN and biometric fingerprint ID for the Narcotics Safes.

### **Seal Break Protocol and Re-inventory Procedure**

If the security seal on any CS Pack is broken for any reason:

- A Certified and Authorized individual must conduct a complete re-inventory of the CS Pack contents, in the presence of a witness when possible. The witness should be a member of the Yaphank Fire District.
- A new numbered security seal must be affixed to the CS Pack immediately following the inventory.
- The updated inventory and new seal number shall be documented in the **Schedule2.IT** system.
- All controlled substance usage must be entered into **Schedule2.IT** without delay.

## **C) Environmental Concerns**

All Controlled Substances shall be stored in a manner that protects them from exposure to extreme temperatures, including both freezing and overheating. Storage temperatures must be maintained between 59°F and 77°F to ensure the stability and integrity of the medications.

When no First Responder is on duty, the Controlled Substance (CS) Pack shall be secured in a steel, permanently affixed, locked safe or cabinet located within the Yaphank Fire District facility. Access to this storage unit is strictly limited to certified and authorized individuals.

When a First Responder is on duty, the assigned authorized individual must carry the CS Pack in a sealed pouch on their person at all times during their shift.

#### **D) Department of Health Access**

In accordance with Part 80 of the New York State Codes, Rules, and Regulations, an authorized representative of the New York State Department of Health (NYS DOH) shall be granted access to all controlled substances and associated records maintained by the Agency.

The NYS DOH representative must present valid, government-issued photo identification and appropriate credentials prior to being granted access.

Access to controlled substances and related documentation shall only be permitted in the presence of a certified and authorized provider of the Yaphank Fire District, who is responsible for unlocking the storage safes and producing the required records.

#### **E) Theft, Loss, Diversion or Security Breach Relative to a Controlled Substance**

Any member or employee of the Yaphank Fire District who becomes aware of the theft, loss, diversion, or a security breach involving a controlled substance must immediately notify both the Yaphank Fire District Controlled Substance Agent and the Board of Fire Commissioners and must complete and submit the New York State Department of Health Loss of Controlled Substance Report (Form DOH-2094).

Upon notification, the Controlled Substance Agent shall immediately inform the following entities:

- New York State Department of Health, Bureau of Controlled Substances
- Emergency Medical Services Program, NYS DOH
- Agency Medical Director
- System Medical Director
- Suffolk County Emergency Medical Services

The Controlled Substance Agent is also responsible for forwarding a completed copy of Form DOH-2094 to each of the parties listed above.

Additionally, the Controlled Substance Agent shall document, to the extent possible, the specific circumstances surrounding the theft, loss, diversion, or breach of security. In the event of a suspected or confirmed theft of a controlled substance, the Controlled Substance Agent, along with the individual who discovered the incident, shall immediately notify local law enforcement, and file an official police report. A copy of the police report shall be maintained on file and included with all related documentation pertaining to the incident.

## **F) Vehicle Breakdown or Out-Of-Service**

The Yaphank Fire District strictly prohibits the transport of controlled substances in personal vehicles.

In the event an ambulance becomes inoperable or is taken out of service for any reason, the CS Pack must be promptly removed from the ambulance's secured safe and transferred to the Transfer/Securement Safe located at the Yaphank Fire District.

If an employee becomes injured, ill, or otherwise unable to return to duty, the Controlled Substance Agent, or their designee, shall retrieve and secure the CS Pack in the Transfer/Securement Safe.

As soon as practicable, the Controlled Substance Agent shall conduct an inventory of the CS Pack. If not already done, and if warranted, the Agent shall notify the Board of Fire Commissioners of any issues related to the transfer of the CS Pack.

## **3) RECORD KEEPING**

### **A) Recording and Tracking of Controlled Substances**

- All tracking of controlled substances, controlled substance packs, usages and wastes will be recorded in the Schedule2.IT program.
- This software is integrated with the FDA database ensuring accuracy in all controlled substance inventory (stock and sub-stock). This software performs audit processes to identify inventory discrepancies and the possible diversion of controlled substances.
- This software provides a chain of custody and internal controls of all controlled substances and its agency agent, authorized ALS providers, ambulances, and EASVs. The electronic signatures are stored for all transactions when completing shift changes/handoffs, inspection/count, replenishment, quarantine, reverse distribution, destruction, etc.
- This software tracks all stock received from pharmacy and approved distributors and transfers of inventory to stock/sub-stock. This software tracks all return/reversal and destruction of controlled substances. This software tracks all controlled substance usage and waste with electronic record of the following: CS medication, NDC, Lot #, dosage administered and wasted, CS expiration, time, date, provider, witness, run #, and electronic signatures for verification.
- All logs are stored electronically and are fully accessible for inspection and audit by the DEA and/or NYS-DOH BNE. All records and forms will be maintained by this agency for a minimum of 5 years as per NYS Part 80. This software has built in the following forms to meet DEA compliance and NYS-DOH BNE compliance for reporting:

- The Controlled Substance Agent will use Schedule2.IT narcotic tracking software to record the controlled substance medication obtained from the hospital pharmacy or through purchasing from authorized distributors, placed in the stock, and distributed to the sub-stocks.
- The Controlled Substance Agent will use Schedule2. IT narcotic tracking software to record distribution of controlled substances from the agency stock to one or more agency sub-stocks and the administration of the controlled substance medication.
- The Controlled Substance Agent will use Schedule2.IT narcotic tracking software to record the reversal and return of expired and expiring controlled substances. This can be in the form of reverse distribution, return to pharmacy/hospital, and/or destruction which is electronically documented and stored. DEA Form 41 will be used for recording destruction of controlled substances in the case of any reverse distribution or destruction.
- The Controlled Substance Agent will use the Usage Verification - DOH-4004 which is available in the Schedule2.IT narcotic tracking software to document administration and waste of controlled substances for submission to the Hospital/Pharmacy for the purpose of inventory balance and control when requesting replenishment of controlled substance stock.
- The Controlled Substance Agent will use the Loss of Controlled Substance – DOH 2094 to record the loss or theft of any controlled substance. The Controlled Substance Agent is responsible to ensure that any EMT-CC, EMT-P, or any other member or employee of the Agency completes this form should they become aware of a loss or theft of controlled substances. This form shall be submitted to the DEA and/or NYS-DOH BNE. These records will be maintained by the Agency and available upon request by DEA and/or NYS-DOH BNE. If appropriate, the local law enforcement agency under whose jurisdiction the loss, theft, or diversion occurred may also be contacted.
- The Controlled Substances Agent will use the Biannual Report – DOH 3848 which is available in the Schedule2.IT narcotic tracking software to document the ongoing status of the Agency's controlled substance inventory. The report will be submitted to NYS-DOH BNE twice a year. It will be submitted within thirty (30) days of June 30th and December 31st of each year. DEA Biennial form for reporting controlled substance inventory is built in the software and available for use and should be used if purchasing/destruction/reverse distribution.

**B) Forms Used by the Yaphank Fire District**

- YFD CS form #1 - Controlled Substance Program – Agency Medical Director
- YFD CS form #2 - Controlled Substance Program – Receipt of PIN and Fingerprint ID for YFD Narcotics Safes
- YFD CS form #3 - Controlled Substance Program – Receipt of Policy and Procedures

- YFD CS form #4 - Controlled Substance Program – Acknowledgement of Responsibility Member/Employee
- DOH 2094 (Loss of Controlled Substance Report) "Loss of Controlled Substances" - Suspected Diversion
- DOH-3848 "Controlled Substances Biannual Report" (Part of the Schedule2.IT)
- DOH-3826 "License Application to Engage in a Controlled Substance Activity Pre-Hospital Care EMS ALS Agency"
- DOH-3827 "Application to be a Controlled Substance Agent for an ALS Agency."
- DOH-4004 "Controlled Substance Usage Log" (Part of the Schedule2.IT)
- All records pertaining to controlled substances will be stored in a locked file at:

**Yaphank Fire District - 31 Main Street, Yaphank N.Y. 11980**

#### **4) PROCEDURES**

##### **A) Obtaining Controlled Substances**

The Yaphank Fire District shall obtain all controlled substances exclusively from the Pharmacy at NYU Langone Hospital Suffolk, located at 101 Hospital Road, Patchogue, NY 11772.

A copy of the fully executed written agreement between the Yaphank Fire District and NYU Langone Hospital Suffolk is attached to this document.

The only controlled substances authorized for procurement and use by the Yaphank Fire District are:

- Fentanyl
- Midazolam
- Morphine

##### **B) Source and Packaging**

The controlled substances obtained and stored by the Yaphank Fire District shall be packaged as follows:

- Morphine Sulfate: 10 mg vials containing 10 mg/mL, 1 mL fill.
- Midazolam: 5 mg vials containing 1 mg/mL, 1 mL fill
- Fentanyl: 100 mcg vials containing 50 mcg/mL, 2 mL fill

##### **C) Initial Stock**

The initial stock of controlled substances to be maintained by the Yaphank Fire District shall consist of the following:

- Morphine Sulfate: Twenty (20) vials, 10 mg per 1 mL
- Midazolam: Forty (40) vials, 5 mg per 1 mL
- Fentanyl: Twenty (20) vials, 100 mcg per 2 mL

A formal request for the initial stock shall be recorded in the Schedule2.IT program.

Only the Controlled Substance Agent or the Alternate Agent is authorized to receive controlled substances from the source hospital. Replenishment of stock will be conducted on a one-for-one (1:1) basis, corresponding to actual usage or the need to restock sub-stocks.

All controlled substances transported between NYU Langone Hospital Suffolk and the Yaphank Fire District must be carried in a manner that does not draw attention to the package contents as being of particular value. Transport shall be conducted exclusively in a Yaphank Fire District vehicle.

#### **D) Controlled Substance Packs**

Controlled Substance Packs are hard cases secured with numbered tamper-evident seal tags. These packs are either:

- Carried by the on-duty authorized First Responder,
- Stored in each ambulance sub-stock safe, or
- Secured within the Transfer/Securement Safe at the Yaphank Fire District.

All agencies must identify each certified and authorized member or employee who has been approved by the New York State Department of Health (DOH) to carry controlled substances. No other individuals or vehicles are permitted to transport controlled substances under routine circumstances.

An initial quantity of controlled substances will be provided to each certified and authorized individual in their assigned Controlled Substance Pack.

Each CS Pack shall contain the following:

- Morphine Sulfate: Two (2) vials, 10 mg per 1 mL fill
- Fentanyl: Two (2) vials, 100 mcg per 2 mL fill
- Midazolam: Four (4) vials, 5 mg per 1 mL fill

The Controlled Substance Agent shall be responsible for replenishing sub-stocks of controlled substances as they are used and as soon as practicable.

When inventory levels approach or fall below 25%, a Controlled Substance Restock Log documenting medication usage shall accompany the request to the hospital for replacement.

Only the Controlled Substance Agent or the Alternate Agent is authorized to receive controlled substances from the source hospital.

All transportation of controlled substances between NYU Langone Hospital Suffolk and the Yaphank Fire District shall be conducted in an unobtrusive manner that does not draw attention to the contents as items of value. Transport must be conducted exclusively in a Yaphank Fire District vehicle.

#### **E) Administration of Controlled Substances**

Controlled substances shall be administered only by a Certified and Authorized member or employee of the Yaphank Fire District. Administration must be conducted in accordance with the Collaborative Advanced Life Support (ALS) Adult and Pediatric Care

Protocols, as approved by the Suffolk Regional Emergency Medical Advisory Committee (REMAC), the System Medical Director, and the New York State Department of Health.

#### **F) Designate Physicians**

1. **On-line Medical Control Physician:** A physician authorized by the Regional Emergency Medical Advisory Committee (REMAC) and the System Medical Director to provide real-time advice and direction to Advanced Life Support (ALS) providers delivering out-of-hospital medical care.
2. **Medical Control Field Physician:** A physician authorized by REMAC and the System Medical Director to provide advice and direction at the scene of an out-of-hospital emergency.

#### **Administration and Documentation Protocol**

A Certified and Authorized individual who administers a controlled substance pursuant to the order of a designated physician must notify Medical Control to ensure a record of the administration is created during or immediately following the patient encounter.

Each Certified and Authorized individual who administers a controlled substance shall document the administration in the New York State Department of Health Pre-Hospital Care Report (EPCR).

- A copy of the EPCR shall become part of the patient's hospital record.
- Patient confidentiality must be maintained at all times in accordance with applicable privacy laws and regulations.
- A copy of the EPCR will be retrieved by the Controlled Substance Agent prior to the replenishment of any sub-stock.
- Any associated Quality Assurance/Quality Improvement (QA/QI) forms, as required by the Yaphank Fire District, must also be completed prior to restocking.

#### **G) Controlled Substances in Private Vehicles**

No member or employee of the Yaphank Fire District shall be permitted to transport or carry any controlled substance in their personal vehicle(s) under any circumstances.

#### **H) Change of Agent, Chief or CEO**

In the event of a change in the Controlled Substance Agent or the Chairperson of the Yaphank Fire District, the Chairperson or Agent shall immediately notify the following entities:

- New York State Bureau of Emergency Medical Services (NYS BEMS)
- New York State Department of Health EMS Program Area Office

At the time of notification, the name of the Alternate Controlled Substance Agent shall also be reported to the Bureau of Controlled Substances (BCS).

The Alternate Controlled Substance Agent shall assume all responsibilities on an interim basis and function in that capacity until a new Controlled Substance Agent is officially approved through the submission and acceptance of Form DOH-3827.

**I) Disposal of Partial Dosages and Opened/Unused Controlled Substances**

Any partial dosage remaining after the administration of a unit dose of a controlled substance shall be immediately destroyed and properly disposed of, in accordance with regulatory guidelines, provided the following conditions are met:

1. The destruction is witnessed by either another Certified and Authorized provider of the Yaphank Fire District or hospital staff, if available at the time of disposal.
2. Documentation of the disposal must be completed on both the Electronic Prehospital Care Report (EPCR) and the Schedule2.IT system. The documentation must include:
  - Name, title, and signature of the witness.
  - Name and credentials of the Certified and Authorized individual performing the disposal
  - Reference to the Controlled Substance Seal Tracking system
3. An appropriate entry must be made in the Schedule2.IT program to account for the change in inventory and update the CS Pack balance. Additionally, the controlled substance lot number must be recorded in the EPCR for traceability.

**5. SIGNATURE PAGE**

I have read the Controlled Substance Operational and Quality Assurance Plans of the Yaphank Fire District and agree to the terms and conditions set forth.

Scott A. Thebold

CEO (Print)

Scott A. Thebold 9/4/25

Signature

Date

Christopher Gryciuk

CS Agent (Print)

Christopher Gryciuk

Signature

Date

Jerry Rubano  
Agency Medical Director (Print)

Jerry Rubano 8/28/25

Signature

Date

Yaphank Fire District  
31 Main Street  
Yaphank, N.Y. 11980

**AGENCY MEDICAL DIRECTOR AGREEMENT**

I acknowledge receipt of the **Yaphank Fire District** Controlled Substance Operational & Quality Assurance Plans.

I have read these plans, and I am familiar with their content.

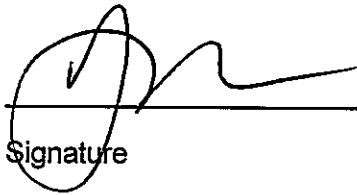
I agree to accept all responsibilities defined in these plans which are incumbent upon the Agency Medical Director for the **Yaphank Fire District**.

Jerry Rubano

Print Name

FR4801696

DEA License Number



Signature

8/28/25

Date

Yaphank Fire District  
31 Main Street  
Yaphank, N.Y. 11980

**Receipt of Access Code(s) and Fingerprint ID for Ambulance Sub-Stock Safe and Transfer/Securement Safe.**

I acknowledge receipt of the necessary access code and fingerprint ID that will provide me with access to the transfer/securement SAFE for securing controlled substances assigned to me while on duty at the Yaphank Fire District.

I acknowledge my responsibility to safeguard the Electronic Codes and to permit no other person to use it. In addition, I agree to return all keys/codes, procedures and policy manuals that provide access to controlled substances to the District Manager or the Controlled Substances Agent upon their request or upon my separation from **Yaphank Fire District**. I also agree to notify Suffolk County, Chief of Training and Education, of my loss of affiliation and revocation of control substances administration privileges.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Level of Certification & Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Yaphank Fire District  
31 Main Street  
Yaphank, N.Y. 11980

**Controlled Substance Program – Receipt of Policy and Procedures**

I acknowledge receipt of the **Yaphank Fire District** Controlled Substance Operational & Quality Assurance Plans.

I have read these plans, and I am familiar with their content.

I agree to accept all the responsibilities and comply with the policies and procedures as defined in these plans as an employee of the **Yaphank Fire District** who administers controlled substances while on duty.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Level of Certification & Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Yaphank Fire District  
31 Main Street  
Yaphank, N.Y. 11980

**Controlled Substance Program – Acknowledgement of Responsibility**

I acknowledge my responsibility as a Member/Employee of the **Yaphank Fire District** to immediately report any loss or theft of any Controlled Substance to the Controlled Substance Agent. When the Agent is not immediately available, please contact the Chairperson of the Board, and/or the Alternate Controlled Substance Agent.

The district is required to complete NYS form DOH 2094 (Loss of Controlled Substance) and follow the procedures for the reporting actual or perceived loss or theft of narcotics stored in the district office for the purposes of providing ALS services in the YFD.

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Print Name

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Level of Certification & Number

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Signature

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Date