



**NEW YORK STATE DEPARTMENT OF HEALTH
BUREAU OF NARCOTIC ENFORCEMENT**

Euthanasia of Animals Activity

Application for Registration of an Incorporated Society or Municipal Animal Control Facility to Euthanize Animals (DOH-4333)

Application for Certification as Euthanasia Technician for Animals (DOH-4332)

Euthanasia Technician Statement of Employer (DOH-2165)

Quarterly Controlled Substance Inventory Form for Humane Societies (DOH-4331)

- ❖ This package outlines the general requirements for certification to engage in euthanasia activity of animals; it does not present the requirements in their entirety.
- ❖ It is incumbent upon the applicant to fully familiarize him/herself with the applicable sections of Part 80 of the Rules and Regulations on Controlled Substances in New York State [Section 80.134] which may be found on the Department of Health website.

<http://www.health.ny.gov/professionals/narcotic/>

[Instructions and application forms are available on the DOH website as separate downloads.]

New York State Department of Health
Bureau of Narcotic Enforcement
Riverview Center
150 Broadway
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Questions?? Call (866) 811-8957

INCORPORATED SOCIETIES FOR THE PREVENTION OF CRUELTY TO ANIMALS OR MUNICIPAL ANIMAL CONTROL FACILITIES

Definitions NYSCRR 80.134

- An incorporated society for the prevention of cruelty to animals (society) shall include any incorporated humane society or society for the prevention of cruelty to animals having facilities for the care and eventual disposition of animals, within the State.
- Municipal animal control facility (facility) shall include any pound or shelter maintained by or under contract with any county, city, town or village within the State

Authorized Activity

- An incorporated society for the prevention of cruelty to animals (SPCA) or municipal animal control facility (MACF) that is engaged in euthanasia of animals activity must register with the Department of Health.
- The SPCA or MACF may, by application, register an agent with the Department of Health to purchase, possess, and dispense a controlled substance.
- The SPCA or MACF and its agent must also register with the Federal Drug Enforcement Administration (DEA) in the appropriate controlled substance schedule.
- Agents may purchase controlled substances only from distributors that hold a Class 2 or a Class 2A Distributor of Controlled Substance License with New York State.
- Agents may dispense a controlled substance for the euthanasia of animals only to licensed veterinarians or registered individuals (Euthanasia Technicians) who are certified by the Department of Health.
- The controlled substance may be dispensed for use only at the registered site.

Responsibilities

- SPCA or MACF registering an agent shall immediately notify the Department of any change in the employment or contractual relationship with the designate agent.
- Agents must safeguard the controlled substances and the needles and syringes in compliance with safeguarding standards.
- Facility must submit a *Quarterly Controlled Substance Inventory Form for Humane Societies (DOH-4331)* to the Department within 10 days of the end of each quarter. (Note: Failure to submit the required quarterly reports may jeopardize the renewal of a facility's registration and certification.)
- Agents are under a continuing duty to immediately report any loss, theft, or diversion of controlled substances to the Department.
- Agents must keep records of controlled substances that are purchased, dispensed, and administered.
- All records pertaining to controlled substances must be kept on the premises of the facility for five years.

INSTRUCTIONS for Application for Registration of an Incorporated Society or Municipal Animal Control Facility to Euthanize Animals (DOH-4333)

1. Submission requirements (new application and renewal):
 - ✓ Completed *Application for Registration of an Incorporated Society or Municipal Animal Control Facility to Euthanize Animals (DOH-4333)*
 - ✓ DEA registration number (or copy of completed DEA application form)
 - ✓ Societies (SPCA/ Humane Society)—photocopy of current Certificate of Incorporation
 - ✓ Municipal Animal Control Facility (MACF)—official letter from Town Clerk
2. Certifications are valid for three years from their effective date and are valid only at the registered location.

3. Complete the application as follows: *(please print or type)*

Renewal

- Check the box if this is a renewal and provide the certificate number

Facility Information

- Name—enter the facility name as it should appear on your certificate.
- Address—the registered location of the facility. (Include the street address, city, state, zip code. (If using a P.O. box, a street address must be included))
- Telephone number of the facility.
- County in New York State where facility is located.
- Federal Employer #-the Federal Tax Identification Number (EIN) of the facility.
- DEA registration number of the facility.

Agent Information

- Provide name and address of registered agent (include the city, state, and zip code)
- Provide contact telephone number for the registered agent.

Euthanasia Technician Information

- Provide the names and certificate numbers of the individuals to whom the controlled substances are dispensed. *(Use a separate sheet if necessary.)*

Safeguards

- Controlled substances must be stored in a securely locked, stationary cabinet made of steel or other approved metal.
- Cabinet must be limited only to the storage of the controlled substance, needles and syringes, and the controlled substance records.
- Provide a description of the cabinet, the location of the cabinet, and the type of lock on the cabinet.

Distributor Information

- Identify your suppliers of controlled substances; they must hold a Controlled Substance License, Class 2 or Class 2A Distributor, issued by New York State.

Applicant Affirmation and Signatures

- Answer the question; if you answer “Yes”, submit a statement of explanation with documentation to support the explanation
- The Applicant (or Authorized Representative) and the Agent must sign and date the application.

4. Make a copy for your records and mail the application with supporting documentation to the Bureau of Narcotic Enforcement.

INSTRUCTIONS for *Quarterly Controlled Substance Inventory Form for Humane Societies (DOH-4331)*

1. Pursuant to Title 10 of New York State Rules and Regulations Part 80.134(k), societies for the prevention of cruelty to animals (SPCA) or municipal animal control facilities (MACF) that are registered with the Department of Health for the euthanasia of animals must submit a controlled substance inventory report to the Department within 10 days of the end of each quarter of the year.
2. Failure to submit the *Quarterly Substance Inventory Report (DOH-4331)* may jeopardize the renewal of the facility's registration.
3. Complete the form as follows:

Facility Information

- Provide the facility name and address as it appears on the registration.
- Provide name of registered agent.
- Provide contact information for the facility in the form of telephone number and/or email address.
- Provide the facility's Bureau of Narcotic Enforcement certificate number and DEA registration number.

Controlled Substance Inventory

- Complete the inventory table by providing the amounts of controlled substances and the numbers of animals that are euthanized during the quarter.
- Report any loss, theft, or diversion of controlled substances to the Department on the *Loss of Controlled Substances Report (DOH-2094)*, which is available on the Department's website.
- The person completing the inventory must sign and print their name below the table.

Affirmation and Signatures

- The registered agent and person authorized to sign for the facility must read, sign and date the affirmation.

4. Make a copy for your records and mail the report to the Bureau of Narcotic Enforcement.

EUTHANASIA TECHNICIAN

Authorized Activity:

- Certification of an individual (Euthanasia Technician) to administer a controlled substance for the euthanasia of animals.
- Certified individuals may administer a controlled substance for euthanasia of animals only when in the employ of a registered facility and only when the controlled substance is obtained from the registered agent of the facility.

Responsibilities:

- Registered individuals are under a continuing duty to immediately report any loss, theft, or diversion of the controlled substance to the Department on the *Loss of Controlled Substances Report (DOH-2094)*, which is available on the Department's website.

INSTRUCTIONS for *Application for Certification as Euthanasia Technician for Animals (DOH-4332)*

1. Submission requirements:

- ✓ Submit a completed *Application for Certification as Euthanasia Technician for Animals (DOH-4332)*
- ✓ Submit a completed *Euthanasia Technician Statement of Employer (DOH-2165)*
- ✓ Copy of degree or documentation of substituting experience (new applicants only)
- ✓ Written certification from two licensed veterinarians (or one licensed veterinarian and one licensed animal health technician) that states that they have observed the proficient use, by the applicant, of injections for the euthanasia of animals. (new applicants only)
- ✓ Submit proof of attendance at a Department of Health sponsored or approved course in the safe and effective use of controlled substance in the euthanasia of animals. (*Renewal applicants only*)

2. Registrations and certifications are valid for three years from their effective date and are valid only at the registered location.

3. Complete the application as follows: (*please print or type*)

Renewal

- Check the box if this is a renewal and provide the certificate number

Applicant Information

- Provide the name, address, and contact phone number of the applicant.

Minimum Qualifications (*new applicants only*)

- Date of Birth--Applicants must be at least 21 years of age
- Provide the type of degree and the date it was received—a Bachelor or Associate degree in Animal Health Sciences or a related field is required. (Two years experience in animal care including the euthanasia of animals may substitute for the required degree.)
- Name of College or University--provide the name and address of the educational institution.
- Qualifying Experience—provide written certification from two licensed veterinarians (or from one licensed veterinarian and one licensed animal health technician) that states that they have observed the proficient use of injections for the euthanasia of animals by the applicant.

Present Employer

- Provide the name, address, and Bureau of Narcotic Enforcement registration number of the SPCA or MACF where you are employed.

Applicant Affirmation and Signature

- Read the affirmation and answer the question. (Applicants who answer "Yes" must submit a statement of explanation with documentation to support the explanation.)
- Sign and date the application.

4. Make a copy for your records and mail the application with supporting documentation to the Bureau of Narcotic Enforcement

INSTRUCTIONS for *Euthanasia Technician Statement of Employer (DOH-2165)*

1. To be completed by the registered society for the prevention of cruelty to animals (SPCA) or municipal animal control facility (MACF) that employs the Euthanasia Technician.
2. Complete the statement as follows:
 - Provide the name of the Euthanasia Technician.
 - Provide the name and address of the registered facility as it appears on the Bureau of Narcotic Enforcement registration.
 - Provide contact telephone number of the facility.
 - Provide the Bureau of Narcotic Enforcement registration number of the facility.
3. The applicant should mail this form with their registration/renewal application to the Bureau of Narcotic Enforcement.