



2025
ANIMAL EUTHANASIA DRUG
OUTLET SELF-INSPECTION FORM

ATTENTION: DESIGNATED REPRESENTATIVE

Failure to complete this form by July 1, 2025, may result in disciplinary action ([OAR 855-080-0100\(1\)\(c\)\(F\)](#)).

[OAR 855-080-0100](#) identifies requirements to be met in order for a humane society or animal control agency to be registered or registration renewed to allow the purchase, possession and administration of sodium pentobarbital and sedative and analgesic medications for euthanizing injured, sick, homeless, or unwanted domestic pets and other animals.

Per [ORS 475.190\(1\)](#), notwithstanding the provisions of [ORS 475.185](#), upon registration with the State Board of Pharmacy (Board), a humane society or animal control agency may purchase, possess and, subject to subsection (4) of this section, administer sodium pentobarbital and sedative and analgesic medications to euthanize injured, sick, homeless, or unwanted domestic pets and other animals.

Requirements: Oregon law states the Designated Representative is responsible for ensuring the outlet is compliant with all applicable state and federal laws and rules. This form must be provided to the Board immediately upon request at the time of inspection and retained in compliance with laws and rules.

Scope: The primary objective of completing the self-inspection is to identify and correct areas of non-compliance with any state and federal laws and rules. This process is not exhaustive, and laws and rules may change between annual updates to this form. Subsequently, it is your responsibility to ensure compliance with any changes, or applicable laws and rules, not referenced herein.

Internal Use: Following completion of the self-inspection form, ensure it is signed and dated by the Designated Representative, reviewed with all staff, and filed in a conspicuous manner (DO NOT SEND to the agency office). It is advisable to store the documents in a binder, using tabs to partition and organize where possible. Otherwise, please CLEARLY indicate on the form where auxiliary documents are located.

Agency Use: During an inspection, Compliance Officers use the self-inspection form as a general guide to assess drug outlet compliance. As these inspections are not coordinated with the Designated Representative, outlet staff should be able to retrieve the form and locate any auxiliary documents referenced within it at the time of inspection.

Email all compliance-related questions to pharmacy.compliance@bop.oregon.gov

**2025 ANIMAL EUTHANASIA DRUG OUTLET
SELF-INSPECTION FORM**

Date Self-Inspection Completed: ____ / ____ / ____

Outlet Name: _____

Registration #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) ____ - ____ Fax: (____) ____ - ____

Designated Representative Name: _____

Designated Representative Email: _____

Designated Representative Phone Number: (____) ____ - ____

Veterinarian's Name and OR License _____ EXP: ____ / ____ / ____

Veterinarian's Name and OR License _____ EXP: ____ / ____ / ____

Hours of operation: _____

INSTRUCTIONS:

The Designated Representative must evaluate the outlet's compliance with applicable Board of Pharmacy and Veterinary Medical Examiners Board laws and rules by completing this inspection form by July 1, 2025. Unless otherwise specified, this document is to be retained for 3 years (the first of which must be on site) and must be provided to the Board upon request, as outlined in [OAR 855-104-0055](#).

Verify compliance of each section by marking the corresponding box. Should any non-compliance be identified, rectify the deficiencies and record the correction date.

Drug Acquisition and Security

Yes No				Rule Reference
☐	☐	1.	Has the outlet identified a designated representative who will serve as the primary contact person responsible for managing the outlet operations?	OAR 855-080-0100(1)(a)
☐	☐	2.	Does the outlet have policies and procedures for drug management (to include security, acquisition, storage, and record keeping)? Where are the records located?	OAR 855-080-0100(1)(b) and (c)
☐	☐	3.	Does the outlet verify that all drugs are acquired from an Oregon-registered distributor?	OAR 855-080-0100(1)(b)

Yes	No		Rule Reference
			Licenses and registrations may be verified on the Board website: https://orbop.mylicense.com/verification/
☐	☐	4.	Are drugs kept in a locked drug cabinet, or drug storage area that prevents access by unauthorized persons and only permits access of the drug to a person certified by the Oregon State Veterinary Medical Examining Board to administer sodium pentobarbital and sedative and analgesic medications? OAR 855-080-0100(1)(b)
☐	☐	5.	Who is the assigned person responsible for the security of sodium pentobarbital, sedative, and analgesic medications? Name: _____ Work Email: _____ Is there a <u>written</u> record which designates an assigned person responsible for the security of sodium pentobarbital, sedative, and analgesic medications? Where is this record located? OAR 855-080-0100(1)(b)
☐	☐	6.	Is the outlet aware that only these drugs may be used by a Certified Euthanasia Technician (CET) to perform animal euthanasia? (check all that are used at this location) ☐ Acepromazine (DEA Non-scheduled) ☐ Butorphanol (DEA Schedule IV) ☐ Diazepam/Midazolam (DEA Schedule IV) ☐ Ketamine (DEA Schedule III) ☐ Medetomidine (DEA Non-scheduled) ☐ Sodium pentobarbital ☐ Tiletamine and Zolazepam (Telazol) (DEA Schedule III) ☐ Xylazine (DEA Non-scheduled) OAR 875-040-0000
☐	☐	7.	Are all personnel that euthanize animals currently registered as Certified Euthanasia Technicians (CET) with the Oregon Veterinary Medical Examining Board? Where are CET training records located? OAR 875-040-0010 OAR 855-080-0100(1)(b) OAR 855-080-0100(4)

Storage

Yes	No			Rule Reference
☐	☐	8.	Are all drugs stored in appropriate conditions with regards to temperature, light, humidity, sanitation, ventilation, and space? How are proper temperatures ensured and maintained?	

Records

Yes	No			Rule Reference
☐	☐	9.	Are the following records kept for a minimum of 3 years? • A record of withdrawal of sodium pentobarbital, sedative and analgesic medications signed by the person who takes possession; • A record <u>of weight, species of animal euthanized and dosage of each drug administered signed by the person who administers the drug and by the designated person responsible for security;</u> • A record wastage of each drug signed by the person who administers the drug and by the designated person responsible for security; • A weekly record of verification of the amount of each drug on hand, minus amounts withdrawn for administration signed by the person who administers the drug and by the designated person responsible for security; and • A record of disposal of expired or unwanted sodium pentobarbital, sedative, and analgesic medications. Where are the records located?	OAR 855-080-0100(1)(c)
☐	☐	10.	Are records readily retrievable and available for inspection?	OAR 855-080-0100(1)(c)
☐	☐	11.	Does the outlet notify the Board and local DEA field office of significant drug loss or violation related to drug theft within one business day?	OAR 855-080-0100(2) & (3)

Complete the form below to identify all animal euthanasia outlet personnel. Update this list as new hires occur throughout the inspection cycle.

NAME	TITLE	CET CERTIFICATE # / EXP DATE

I hereby certify that to the best of my knowledge, this outlet is compliant with all applicable laws and rules, and that the answers marked on this form are true and correct.

Date: ____ / ____ / ____

Designated Representative Name: _____

Signature of Designated Representative: _____