



OFFICE OF THE CHIEF OF RESCUE

January 10, 2013

INSTRUCTIONAL BULLETIN #13-03

TO: All Fire and Rescue Personnel
FROM: Ivan T. Mote, Division Chief/Rescue *ITM*
RE: **Controlled Substance Logs for 2012**

Advanced Life Support Company Controlled Substance Logs are due to the Quality Improvement Office by February 1, 2013. These reports are required by a number of State and Federal Agencies including the Drug Enforcement Administration (DEA) in order to comply with CFR 21 Section 1301 and 1304 and Florida Statutes 401, 499, and 893. All entries are to be in ink and legible. Any errors are to have a single line drawn through the error and not blackened out or otherwise masked and un-readable.

Please verify the accurate completion of all pages covering January 1, 2012 through December 31, 2012. If there is missing information, please get with the responsible personnel and have them complete the missing information. Forward the completed logs to the QI Office at JFRD HQ.

If you have any questions, please contact your District or Battalion Chief as appropriate.

Thank you,

ITM/sg/af

