

SU Controlled Substance Periodic Inspection Checklist

This checklist is to be completed minimally on a quarterly basis by the Participating Faculty/Senior Research Staff or his/her designated Authorized Researcher to ensure that the laboratory is meeting all regulatory and institutional requirements for research use of Controlled Substances. Retain this inspection checklist, including findings *and* corrective actions, for a minimum of 1 year. Contact EH&S- Controlled Substances Program at 725-7521 for questions or additional information. The List of Controlled Substances is available at:

<http://www.deadiversion.usdoj.gov/schedules/alpha/alphabetical.htm>

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|---|--|
| Participating Faculty/Senior Research Staff: _____ | Inspection Date: _____ |
| Inspected By: _____ | |
| Building: _____ | Room Numbers (Storage/Use Areas): _____ |

➤ **If No is checked for any item, complete “Follow-up Actions” on back of checklist.**

| Y | N | N/A | Approved Users/Training |
|---|---|-----|---|
| | | | 1. List of Authorized Researchers is current? |
| | | | On-line Inventory Verification |
| | | | 2. Are the controlled substances included in the on-line inventory? |
| | | | Physical Security Measures/Storage/Use |
| | | | 3. Key to approved substantially constructed lockable cabinet is maintained under the control of the Participating Faculty/Senior Research Staff and/or other designated Authorized Researcher? |
| | | | 4. All Controlled Substances are stored within secondary containment within in the approved substantially constructed lockable cabinet? <i>--Carfentanil etorphine hydrochloride a diprennorphine must be stored in safe.</i> |
| | | | 5. Schedule II Controlled Substances are stored separately from Schedule III-V? |
| | | | 6. All Controlled Substances containers are labeled properly? |
| | | | 7. Appropriate chemical carriers are used to transport controlled substance from approved substantially constructed lockable cabinet to use location? |
| | | | Maintenance of SU Controlled Substance Usage Logs |
| | | | 8. SU Controlled Substance Usage Logs are stored along with the controlled substances in a securely locked, substantially constructed cabinet? |
| | | | 9. One log sheet is completed for each container? |
| | | | 10. All fields completed correctly? |
| | | | 11. SU Controlled Substance Usage Logs (Form 3) for Schedule II substances are maintained separately from those for Schedule III - V? |
| | | | 12. Physical Inventory matches Controlled Substance Usage Logs (Form 3) for each container? ➤ What to do if there is a discrepancy between the physical inventory and the usage log: Inform Participating Faculty/Senior Research Staff and call EH&S at 5-9999 immediately. |

Follow-up actions:

| Item # | Description of Problem | Corrective Actions (include date corrected) |
|--------|------------------------|---|
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Additional Comments: