

**San Diego State University
Environmental Health & Safety
INVENTORY OF CONTROLLED SUBSTANCES SURRENDERED**

The following is an inventory of controlled substances surrendered to EH&S for proper disposal.

Principal Investigator: _____ **Department:** _____

Facility Location: _____ **Phone Number:** _____

NAME OF DRUG OR PREPARATION Registrants will fill in Columns 1, 2, 3, and 4 ONLY	NUMBER OF CONTAINERS	CONTENTS (Number of grams, tablets, ounces or other units per container)	CONTROLL-ED SUBSTANCE CONTENT (Each Unit)	For EH&S Use Only		
				QUANTITY		
				DISPOSITION	GMS	MGS
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

The controlled substances surrendered in accordance with Title 21 of the Code of Federal Regulations, Section 1307.21, have been received in _____ packages purporting to contain the drugs listed on this inventory and have been (check one): (1) _____ forwarded tape-sealed without opening; (2) _____ destroyed as indicated and the remainder forwarded tape-sealed after verifying contents; (3) _____ forwarded tape-sealed after verifying contents.

Date: _____ **Submitted By:** _____ **Received By:** _____

INSTRUCTIONS

- List the name of the drug in Column 1, the number of containers in Column 2, the size of each container in Column 3, and in Column 4 the controlled substance content of each unit described in Column 3; e.g., morphine sulfate tabs., 3 pkgs., 100 tabs., 1/4 gr. (16 mg.) or morphine sulfate tabs., 1 pkg., 83 tabs., 1/2 gr. (32 mg.), etc.
- All packages included on a single line should be identical in name, content and controlled substance strength.
- There is no provision for payment for drugs surrendered. This is merely a service rendered to principal investigators enabling them to clear their stocks and records of unwanted items.

PRIVACY ACT INFORMATION

AUTHORITY: Section 307 of the Controlled Substances Act of 1970 (PL 91-513).

PURPOSE: To document the surrender of controlled substances which have been forwarded by the Principal Inv. to EH&S for disposal.

ROUTINE USES: This form is required by Federal Regulations for the surrender of unwanted Controlled Substances. Disclosures of information from this system are made to the following categories of users for the purposes stated:

- Other Federal law enforcement and regulatory agencies for law enforcement or regulatory purposes.
- State and local law enforcement and regulatory agencies for law enforcement or regulatory purposes.

EFFECT: Failure to document the surrender of unwanted Controlled Substances may result in prosecution for violation of the Controlled Substances Act.