

San Diego State University
Environmental Health & Safety

USE OF CONTROLLED SUBSTANCES INSPECTION

Principal Investigator: _____ Date: _____
Department: _____ Storage Location/Room #: _____
Security Arrangement: _____

Authorized personnel to sign requisitions, receive, store, administer and record use of controlled substances:

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| 1. The controlled substances are stored in a locked facility. | Yes | No |
| 2. Access to the controlled substances is restricted at all times to only those individuals with delegated authority from the Department Chair and are listed on the current Authorization Form. | Yes | No |
| 3. Locks and/ or safe combinations have been rekeyed/changed whenever personnel changes have occurred. | Yes | No |
| 4. All controlled substances are stored according to their labeled instructions. | Yes | No |
| 5. All flip-off tops or other types of seals are intact on those items that have not yet been used. | Yes | No |
| 6. Controlled substances have not been loaned or shared with other laboratories or individuals, nor transferred to other accounts. | Yes | No |
| 7. All expired materials have been returned to EH&S with their completed Controlled Substance Disposition Record (CSDR). | Yes | No |
| 8. All empty containers have been returned to the EH&S with their completed Controlled Substance Disposition Record. | Yes | No |
| 9. All substances which have not been used for more than six months have been returned to EH&S with their completed Controlled Substance Disposition Record (CSDR). | Yes | No |
| 10. The Controlled Substance Disposition Record (CSDR) is completed and current. | Yes | No |
| 11. A new and/or completed CSDR has been submitted within the last 12 months. | Yes | No |
| 12. A Controlled Substance Authorization Update has been submitted to EH&S each time an addition or deletion from the list of authorization personnel has been made. | Yes | No |
| 13. All CSDR's are accurate and current; they account for the quantity utilized for each dosage and /or any waste or damaged materials. | Yes | No |
| 14. The perpetual balance on the CSDR accurately matches the drug supply on hand. | Yes | No |
| 15. All losses or discrepancies have been reported to EH&S. | Yes | No |
| 16. Laboratory research records document the use of controlled | Yes | No |

substances consistent with the information on the CSDR and should include the time and date of administration, information about the experimental animal, the administered dose, results observed and the names of the lab personnel conducting the experiment.

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| 17. The area is aware of the administrative requirements which pertain to controlled substances as outlined by the use of Controlled Substance in Research and Instruction at SDSU. | Yes | No |
| 18. A copy of the Use of Controlled Substance in Research and Instruction at SDSU is on file in the research area. | Yes | No |

Comments: _____

How and when deficiencies were corrected: _____

Controlled Substance
Program Administrator: _____ Date: _____