

**USE OF CONTROLLED SUBSTANCES AUDIT FORM
ENVIRONMENTAL HEALTH AND SAFETY
SAN DIEGO STATE UNIVERSITY**

Principal Investigator: _____ Department: _____

Authorized Personnel Information:

Name	Position/ Title	Access	Administer	

Controlled Substance Information

Controlled Substance	Schedule	Check if Dilution, or indicate lot #	Number of Containers	Contents per container	Strength	Expiration Date
		<input type="checkbox"/> Dilution Lot#:				
		<input type="checkbox"/> Dilution Lot#:				
		<input type="checkbox"/> Dilution Lot#:				
		<input type="checkbox"/> Dilution Lot#:				
		<input type="checkbox"/> Dilution Lot#:				
		<input type="checkbox"/> Dilution Lot#:				

Compliance Evaluation

Authorization of Use

1. Yes No N/A **Current use of all controlled substances is reflected on Controlled Substance Use Authorization or Amendment Application.**
2. Yes No N/A **Controlled Substance Use Authorization or Amendment is current.**
3. Yes No N/A **Current APF allows for use of non-pharmaceutical grade controlled substances.**

Comments: _____

Storage and Access

4. Yes No N/A All controlled substances are stored in a securely constructed cabinet, drawer or safe. If stored in safe, safe is bolted down.
5. Yes No N/A Secured cabinet, drawer, or safe for controlled substance storage is located inside a locked or attended facility.
6. Yes No N/A Key to the door of the facility is different from key to door of cabinet.
7. Yes No N/A Controlled substances are stored only with Dispense Record in secured storage. Non-controlled pharmaceuticals or chemicals, and miscellaneous items, materials, or objects are not stored with controlled substances in secured storage.
8. Yes No N/A Access to controlled substance is restricted at all times to individuals listed on Use Authorization or Amendment Application with delegated authority from the PI.
9. Yes No N/A Keys to secured storage are removed from personnel no longer listed on the Authorization or Amendment Application.
10. Yes No N/A All controlled substances are stored according to their schedules.
11. Yes No N/A All flip-off tops or other types of seals are intact on those items, which have not yet been used. Contents are completed to a zero balance before opening the next container of the same drug and concentration.
12. Yes No N/A Controlled substances have not been loaned or shared with other laboratories or individuals, nor transferred to other accounts.

Comments _____

Dispense Record

13. Yes No N/A All Controlled Substance Dispense Records are complete and accurate so that an accountability audit can be conducted. All entries are legible. No entries in pencil.
14. Yes No N/A A CSDR is completed for each container of controlled substance.
15. Yes No N/A A Diluted CSDR is completed for each aliquot transferred from the stock controlled substances to prepare a dilution or cocktail to be used more than once.
16. Yes No N/A The drug information is completely filled out. Name of drug, quantity of finished form, controlled substance content, concentration, and container ID are indicated on each CSDR or Diluted CSDR.
17. Yes No N/A The date of dispense, purpose of dispense, amount dispensed, and name of dispenser are accurately and completely entered on CSDR/Diluted CSDR for each concentration and container. Arrows, quotes, and dashes are not used. Units of measurements are indicated.

18. Yes No N/A **All perpetual balance entries were calculated correctly (mathematically correct) for each CSDR.**
19. Yes No N/A **The perpetual balance on the CSDR accurately matches the drug supply on hand.**
20. Yes No N/A **All diversion and losses have been reported to the EHS Controlled Substance Program Manager. There are no diversions or losses.**
21. Yes No N/A **The amount surrendered and person who surrendered controlled substance are accurately and completely entered on the CSDR.**

Comments _____

Containers

22. Yes No N/A **Stock containers are labeled with container ID number**
23. Yes No N/A **Containers of diluted solutions are labeled with controlled substance name, concentration, and container ID number.**
24. Yes No N/A **Separate containers for unused controlled substances are labeled with controlled substance name and concentration. A separate container is created for each unused controlled substance.**

Comments _____

Personnel

25. Yes No N/A **A Controlled Substance Authorization Update has been submitted to the EHS Controlled Substance Program Manager each time an addition or deletion from the list of authorized personnel has been made.**
26. Yes No N/A **All listed authorized users have completed the Personnel Screening Sheet and submitted to the EHS Controlled Substance Program Manager.**
27. Yes No N/A **All listed authorized users have completed the Controlled Substance Training as outlined in the Controlled Substance Use Program.**

Comments _____

Disposal

28. Yes No N/A **All expired materials have been surrendered to EH&S with their completed Controlled Substance Disposition Record (CSDR).**
29. Yes No N/A **All empty containers have been returned to EH&S with their completed Controlled Substance Disposition Record (CSDR).**
30. Yes No N/A **All empty containers for diluted solutions have been returned to EH&S with their completed Diluted Controlled Substance**

Disposition Record (CSDR).

31. Yes No N/A

All unused or excess controlled substances or dilutions have been returned to EH&S with their completed CSDR/Diluted CSDR.

Comments _____

Record Keeping

32. Yes No N/A

All CSDR are maintained for 3 years from last complete use or surrender of the controlled substances.

Comments _____

Comments: _____

How and when deficiencies were corrected: _____

Controlled Substance

Program Administrator: _____

Date: _____

Authorized User: _____

Date: _____