

## SU Controlled Substances- Authorized Researcher Application

*This is to be completed by each researcher seeking use authorization*

\*\*\*Submit to EH&S via fax at (723-9646) – Attention Controlled Substances Program Office\*\*\*

Researcher: \_\_\_\_\_ Title: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*Last, First, M.I.*

Last 4 Digits of Social Security # \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Responsible Faculty/Protocol Director or Co-director: \_\_\_\_\_

### Background Screening

1. Within the past five years, have you been convicted of a felony, or within the past two years, of any misdemeanor or are you presently formally charged with committing a criminal offense? (Do not include any traffic violations, juvenile offenses or military convictions, except by general court-martial). If the answer is yes, furnish details of conviction, offense, location, date and sentence.

**Yes** - Provide details as attachment  **No**

2. In the past three years, have you ever knowingly used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician? If the answer is yes, furnish details.

**Yes** - Provide details as attachment  **No**

### Authorized Researcher Responsibilities:

- Take Stanford University's on-line Controlled Substances Training (EHS-2125-WEB) available via STARS at <https://axess.stanford.edu/>
- Receive laboratory-specific training and understand the:
  - general chemical safety, conditions and situations that could result in exposure;
  - health hazards of controlled substance, including local and systemic toxicity.
- Follow the appropriate work practices as required in Stanford University's Controlled Substances & Chemical Precursor Program, which include:
  - Properly store/ secure controlled substances to prevent unauthorized access.
  - Accurately record your controlled substance usage, transfer, disposal, and any other inventory fluctuations via updating the Controlled Substance Usage Logbook (Form 3).
  - Properly dispose of controlled substances via EH&S' Hazardous Waste Program.
  - Report any lost/ stolen controlled substances to Stanford University's EH&S Emergency Line @ 5-9999.
  - If an imminent safety threat exists, contact Stanford University's Department of Public Safety @ 9-911 directly.

### Reporting Diversion of Controlled Substances

The DEA requires (per 21 CFR, Part 1301.91) that an employee who has knowledge of drug diversion from their employer by a fellow employee has an obligation to report such information to a responsible security official of the employer. A failure to report information of drug diversion will be considered in determining the feasibility of continuing to allow an employee to work in a drug security area.

- Stanford University shall treat such information as confidential and shall take reasonable steps to protect the confidentiality of the information and the identity of the employee furnishing the information. All such reports can be made confidentially to the Stanford University's EH&S Emergency Line @ 5-9999. EH&S will then forward the information to Public Safety.
- If an imminent safety threat exists, contact Stanford University's Department of Public Safety @ 9-911 directly.

### Disciplinary Action for Employees who Engage in Illicit Activities (21 CFR, Part 1301.92)

It is the position of the DEA that employees who possess, sell, use or divert Controlled Substances will subject themselves not only to State or Federal prosecution for any illicit activity, but shall also immediately become subject of independent action regarding their continued employment. Stanford University will assess the seriousness of the employee's violation, the position of responsibility held by the employee, past record of employment, etc., in determining whether to suspend, transfer, terminate or take other action against the employee.

I certify the accuracy of the above information and that I have read, understood, and agree with the above statements; and authorize SU to make inquiries with the Federal Drug Enforcement Agency's local field office for possible pending charges or convictions I may have.

Researcher Signature: \_\_\_\_\_ Date: \_\_\_\_\_