

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>

Participating Faculty/Protocol Director: _____	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?
			2. Have all authorized researchers completed the Controlled Substances Program Training online?
			On-line Inventory Verification
			3. Is the controlled substances inventory included in Chemtracker?
			Physical Security Measures/Storage/Use
			4. 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?
			5. All Controlled Substances are stored within secondary containment within in the approved substantially constructed lockable cabinet? <i>--Carfentanil etorphine hydrochloride a diprenorphine must be stored in safe.</i>
			6. Schedule II Controlled Substances are stored separately from Schedule III-V?
			7. All Controlled Substances containers are labeled properly?
			8. 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
			9. SU Controlled Substance Usage Logs are stored along with the controlled substances in a securely locked, substantially constructed cabinet?
			10. One log sheet is completed for each container including each dilution?
			11. All fields completed correctly?
			12. SU Controlled Substance Usage Logs (Form 3) for Schedule II substances are maintained separately from those for Schedule III - V?
			13. 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)

Additional Comments: