

Principal Investigator:

EID:

Bldg/Room (storage/use)areas:

Department:

Phone:

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**Controlled Substance Schedules**

Federal DEA License Number

 DEA License Expiration Date  
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**Authorized Users**

Name:

EID:

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
- 

Y = Yes    N = No    N/A = Not Applicable

**Order Forms**

Y

N

N/A

1. Order forms (DEA Form 222) kept (Schedule I-II only)

**Receipt Records**

Y

N

N/A

2. Receipt records kept
3. Receipt records include:

- a. Date received
- b. Number of packages received
- c. Drug name
- d. Concentration/Strength
- e. Quantity
- f. Units

**Log Records**

Y

N

N/A

4. Logs for Schedule I-II separate from Schedule III-V
5. Log records complete and include:
  - a. Drug name
  - b. Drug location (bldg/room)
  - c. Concentration/Strength
  - d. Units
  - e. Date dispensed
  - f. Amount dispensed

- g. Dispensed by
- h. Quantity of drug remaining

**Inventory Records**

**Y N N/A**

6. Inventory of **all** controlled substances (including stored) taken at least every two years

7. Inventory records complete and include:

- a. Date
- b. Time (opening of business/closing of business)
- c. Drug name
- d. Drug location (bldg/room)
- e. Concentration/Strength
- f. Quantity
- g. Units
- h. If expired, reason being maintained

8. Physical inventory conducted matches record

9. Inventory discrepancies are reported immediately to EHS

**Disposal/Loss Records**

**Y N N/A**

10. Disposal/Loss records kept

11. Disposal/Loss records include:

- a. Drug name
- b. Drug location (bldg/Room)
- c. Concentration/Strength
- d. Quantity
- e. Units
- f. Date disposed/lost
- g. Disposed by
- h. Signature of supervisor

**Security**

**Y N N/A**

12. Safe or locked cabinet used

13. Order forms and logs secured

14. Access is controlled

15. Human Resources background check (that includes drug-related offenses) conducted for all personnel

**Other**

**Y N N/A**

16. All records maintained for previous two plus current years

17. Controlled substances older than three years have been disposed (even if no expiration date)

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Additional Comments:

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For more information, see the following Environmental Health and Safety website about DEA controlled substances: <http://ehs.utexas.edu/programs/labsafety/dea-substances.php>

email form to: [ehs-labstaff@austin.utexas.edu](mailto:ehs-labstaff@austin.utexas.edu)