



DEA Controlled Substances Self Evaluation 2017

Principal Investigator:

EID:

Bldg/Room (storage/use)areas:

Department:

Phone:

Controlled Substance Schedules

Federal DEA License Number

DEA License Expiration Date

Authorized Users

Name:

EID:

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

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

Receipt Records

Y N N/A

1. Receipt records kept

Log Records

Y N N/A

2. Logs for Schedule I-II separate from Schedule III-V
3. 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. Drug remaining

Inventory Records

Y N N/A

4. Inventory of **all** controlled substances (including stored) taken at least every two years
5. Inventory records complete and include:
 - a. Drug name
 - b. Drug location (Bldg/Room)
 - c. Concentration / Strength

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|--|----------|----------|------------|
| (Inventory Records continued...) | Y | N | N/A |
| d. Units | | | |
| e. If expired, reason being maintained | | | |
| 6. Physical inventory conducted matches record | | | |
| 7. Inventory discrepancies are reported immediately to EHS | | | |

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|-------------------------------------|----------|----------|------------|
| <u>Disposal/Loss Records</u> | Y | N | N/A |
| 8. Records kept | | | |
| 9. Records include: | | | |
| a. Drug name | | | |
| b. Drug location (Bldg/Room) | | | |
| c. Concentration/Strength | | | |
| d. Quantity | | | |
| e. Date disposed/loss | | | |
| f. Disposed by: | | | |
| g. Signature of supervisor | | | |

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|--|----------|----------|------------|
| <u>Security</u> | Y | N | N/A |
| 10. Safe or locked cabinet used | | | |
| 11. Order forms and logs secured | | | |
| 12. Access is controlled | | | |
| 13. Human Resources background check (that includes drug-related offenses) conducted for all personnel | | | |

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|--|----------|----------|------------|
| <u>Other</u> | Y | N | N/A |
| 14. All records maintained for previous two plus current years | | | |
| 15. Controlled substances older than three years have been disposed (even if no expiration date) | | | |

Additional Comments:

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