

Controlled Substances Self-Evaluation Form



The University of Texas at Austin
Environmental Health & Safety

PI/Registrant Name:

EID:

DEA Certificate of Registration Expiration Date:

Submitter Name and EID (if different from PI/Registrant):

Storage and Security		Y	N	O	N/A	Observations
1	Registered storage location secured					
2	All controlled substances secured in a locked cabinet or safe (including expired and dilutions/mixtures)					
3	Cabinet or safe is not readily moveable					
4	Cabinet or safe is not easily broken into					
5	Expired substances clearly labeled and segregated					
6	Schedule I and II segregated from Schedules III-V					
7	Only controlled substances (and their records) stored in the cabinet/safe					
8	Cabinets/safes not shared with other PIs/Registrants with separate DEA Registrations					
Controlled Substances Records		Y	N	O	N/A	Observations
9	DEA Registration current - all schedules/drug codes current; drug storage location current					
10	Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter					
11	Complete audit trail of all containers - all containers labeled with unique lab inventory control number					
12	Controlled substances currently in possession match records					
13	Personnel records and training are up-to-date					
14	All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use					
15	All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount					
16	Records stored at the registered storage location (or electronically and accessible at the location)					
17	Records maintained for 2 years					
18	All records secured					
19	Records are separated as appropriate (e.g., Sched I-II and Sched III-V)					

Notes/Comments:

Submit self-evaluations to EHS annually. Document corrective actions and keep completed forms for one year.