Controlled Substances Self-Evaluation Form

個歌	The University of Texas at Austin	
	The University of Texas at Austin Environmental Health	& Safety

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 Only controlled substances (and their records) stored in the 7 cabinet/safe Cabinet/safe Cabinet/safe sont shared with other PIs/Registrants with separate BDEA Registrations DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 10 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 12 Controlled substances currently in possession match records All required records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically to and accessible at the location)								
Submitter Name and EID (if different from PI/Registrant): orage and Security Y N O N/A Observations Registered storage location secured All controlled substances secured in a locked cabinet or safe (including expired and dilutions/mixtures) Cabinet or safe is not readily moveable Cabinet or safe is not easily broken into Expired substances clearly labeled and segregated Schedule I and II segregated from Schedules III-V Only controlled substances (and their records) stored in the cabinet/safe Cabinets/safes not shared with other PIs/Registrants with separate BDEA Registrations Introlled Substances Records DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy Osubmitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with It unique lab inventory control number 22 Controlled substances currently in possession match records All required records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically 16 and accessible at the location)	PI/Registrant Name:			EID:				
orage and Security 1 Registered storage location secured All controlled substances secured in a locked cabinet or safe 2 (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 Only controlled substances (and their records) stored in the 7 cabinet/safe 8 DEA Registrations 1 or N/A Observations 1 or N/A Ob	DEA Certificate of Registration Expiration Date:							
1 Registered storage location secured All controlled substances secured in a locked cabinet or safe 2 (including expired and dilutions/mixtures) 3 Cabinet or safe is not readily moveable 4 Cabinet or safe is not readily moveable 5 Expired substances clearly labeled and segregated 6 Schedule I and II segregated from Schedules III-V Only controlled substances (and their records) stored in the 7 cabinet/safe 8 DEA Registrations PICP All Statistics or the shared with other PIs/Registrants with separate 8 DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 0 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 2 Controlled substances currently in possession match records 3 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 4 thetf/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 5 size/type, and original amount Records stored at the registered storage location (or electronically 6 and accessible at the location)	Submitter Name and EID (if different from PI/Registrant):							
1 Registered storage location secured All controlled substances secured in a locked cabinet or safe 2 (including expired and dilutions/mixtures) 3 Cabinet or safe is not readily moveable 4 Cabinet or safe is not readily moveable 5 Expired substances clearly labeled and segregated 6 Schedule I and II segregated from Schedules III-V Only controlled substances (and their records) stored in the 7 cabinet/safe 8 DEA Registrations PICP All Statistics or the shared with other PIs/Registrants with separate 8 DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 0 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 2 Controlled substances currently in possession match records 3 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 4 thetf/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 5 size/type, and original amount Records stored at the registered storage location (or electronically 6 and accessible at the location)	orago and Socurity		N		N/A	Observations		
All controlled substances secured in a locked cabinet or safe 2 (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 Only controlled substances (and their records) stored in the 7 cabinet/safe Cabinet/safe	lage and Security	•	IV		IV/A	Observations		
All controlled substances secured in a locked cabinet or safe 2 (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 Only controlled substances (and their records) stored in the cabinet/safe Cabinets/safe Cabinets/safe not shared with other PIs/Registrants with separate 8 DEA Registrations somtrolled Substances Records P N O N/A Observations ontrolled Substances Records DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 10 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 12 Controlled substances currently in possession match records 13 Personnel records and training are up-to-date	1 Registered storage location secured							
2 (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 Only controlled substances (and their records) stored in the cabinet/safe Cabinets/safes not shared with other PIs/Registrants with separate BDEA Registrations Ontrolled Substances Records OEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 10 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 12 Controlled substances currently in possession match records 13 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically and and accessible at the location)								
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 Only controlled substances (and their records) stored in the 7 cabinet/safe Cabinet/safe Cabinets/safes not shared with other PIs/Registrants with separate 8 DEA Registrations DEA Registrations DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 10 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 12 Controlled substances currently in possession match records 13 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically 6 and accessible at the location)								
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 Only controlled substances (and their records) stored in the 7 cabinet/safe Cabinet/safe Cabinet/safe sont shared with other PIs/Registrants with separate BDEA Registrations DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 10 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 12 Controlled substances currently in possession match records All required records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically to and accessible at the location)								
5 Expired substances clearly labeled and segregated 6 Schedule I and II segregated from Schedules III-V Only controlled substances (and their records) stored in the 7 cabinets/safe Cabinets/safes not shared with other PIs/Registrants with separate B DEA Registrations ontrolled Substances Records	3 Cabinet or safe is not readily moveable							
5 Expired substances clearly labeled and segregated 6 Schedule I and II segregated from Schedules III-V Only controlled substances (and their records) stored in the 7 cabinets/safe Cabinets/safes not shared with other PIs/Registrants with separate B DEA Registrations ontrolled Substances Records	A Cabinat an aria is not assily bushes into							
6 Schedule I and II segregated from Schedules III-V Only controlled substances (and their records) stored in the cabinet/safe Cabinet/safes not shared with other PIs/Registrants with separate B DEA Registrations ontrolled Substances Records DEA Registration current - all schedules/drug codes current; drug storage location current Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with unique lab inventory control number 1.2 Controlled substances currently in possession match records 1.3 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 1.4 thert/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 1.5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	4 Cabinet or safe is not easily broken into							
6 Schedule I and II segregated from Schedules III-V Only controlled substances (and their records) stored in the 7 cabinet/safe Cabinet/safe Speak Registrations Ontrolled Substances Records DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 10 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 12 Controlled substances currently in possession match records 13 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	5 Expired substances clearly labeled and segregated							
Only controlled substances (and their records) stored in the 7 cabinet/safe Cabinets/safes not shared with other Pls/Registrants with separate 8 DEA Registrations on portrolled Substances Records DEA Registration current - all schedules/drug codes current; drug storage location current Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with unique lab inventory control number Controlled substances currently in possession match records All required records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	2 Expired substances steamly labeled and segment							
Only controlled substances (and their records) stored in the 7 cabinet/safe Cabinets/safes not shared with other Pls/Registrants with separate 8 DEA Registrations on portrolled Substances Records DEA Registration current - all schedules/drug codes current; drug storage location current Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with unique lab inventory control number Controlled substances currently in possession match records All required records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	6 Schedule I and II segregated from Schedules III-V							
Cabinets/safes not shared with other PIs/Registrants with separate 8 DEA Registrations DEA Registrations DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 10 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 11 unique lab inventory control number 12 Controlled substances currently in possession match records 13 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container Size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)								
B DEA Registrations Ontrolled Substances Records DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with unique lab inventory control number Controlled substances currently in possession match records Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	7 cabinet/safe							
DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with unique lab inventory control number 1.2 Controlled substances currently in possession match records 1.3 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 1.4 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 1.5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	Cabinets/safes not shared with other PIs/Registrants with separate							
DEA Registration current - all schedules/drug codes current; drug 9 storage location current Current DEA Certificate of Registration submitted to EHS - copy 1.0 submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with 1.1 unique lab inventory control number 1.2 Controlled substances currently in possession match records 1.3 Personnel records and training are up-to-date 1.4 All required records maintained - including purchasing and receipt, 1.1 usage, inventories, distribution and disposal, and 1.2 theft/loss/unauthorized use 1.3 All records contain required information - including controlled 1.4 substance name, concentration/strength, form, container 1.5 size/type, and original amount 1.6 Records stored at the registered storage location (or electronically 1.6 and accessible at the location)	8 DEA Registrations							
9 storage location current Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter 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 All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	ontrolled Substances Records	Υ	N	0	N/A	Observations		
Current DEA Certificate of Registration submitted to EHS - copy submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with unique lab inventory control number Controlled substances currently in possession match records Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)								
submitted to EHS initially and annually thereafter Complete audit trail of all containers - all containers labeled with unique lab inventory control number Controlled substances currently in possession match records Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)								
Complete audit trail of all containers - all containers labeled with unique lab inventory control number 1.2 Controlled substances currently in possession match records 1.3 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 1.4 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 1.5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)								
1.1 unique lab inventory control number 1.2 Controlled substances currently in possession match records 1.3 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 1.4 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 1.5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)								
L2 Controlled substances currently in possession match records L3 Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and L4 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container L5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	·							
Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	1 unique lab inventory control number							
Personnel records and training are up-to-date All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	.2 Controlled substances currently in possession match records							
All required records maintained - including purchasing and receipt, usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)								
usage, inventories, distribution and disposal, and 14 theft/loss/unauthorized use All records contain required information - including controlled substance name, concentration/strength, form, container 15 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	.3 Personnel records and training are up-to-date							
All records contain required information - including controlled substance name, concentration/strength, form, container L5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	All required records maintained - including purchasing and receipt,							
All records contain required information - including controlled substance name, concentration/strength, form, container L5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)	usage, inventories, distribution and disposal, and							
substance name, concentration/strength, form, container L5 size/type, and original amount Records stored at the registered storage location (or electronically and accessible at the location)								
Records stored at the registered storage location (or electronically and accessible at the location)								
Records stored at the registered storage location (or electronically and accessible at the location)								
1.6 and accessible at the location)								
17 Records maintained for 2 years	and accessible at the location)							
	.7 Records maintained for 2 years							
L8 All records secured								
Records are separated as appropriate (e.g., Sched I-II and Sched III-								
19 V)	.9 V)							
atas/Community								
otes/Comments:								

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

CS Form O 2025