

## Deactivation of Controlled Substances Use Authorization (CSUA)

Use this form to *cancel* an authorized personnel's Controlled Substance Use Authorization (CSUA).

To *dispose* of all remaining controlled substances or empty containers, choose one of three methods to schedule a pickup: Go to [www.ehs.fullerton.edu](http://www.ehs.fullerton.edu), call (657) 278-7233, or email [Safety@fullerton.edu](mailto:Safety@fullerton.edu).

The \_\_\_\_\_ Lab no longer needs authorization to use, purchase, or possess controlled substances for research purposes as of \_\_\_\_\_ (date).

Controlled substances cannot be transferred to another Principal Investigator without proper correspondence with the Controlled Substances Program Administrator. Under no circumstances can controlled substances be taken to another university due to U.S. DEA licensure requirements. All controlled substances remaining in inventory must be disposed of through Environmental Health & Safety by appointment.

A copy of all Controlled Substances Usage Log Sheets and documentation less than three years old must be retained on site\*.

**I have relinquished all controlled substances in my possession, and agree to deactivate my Controlled Substance Use Authorization.**

Principal Investigator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Investigator Name (print): \_\_\_\_\_

CSUA #: \_\_\_\_\_ Department: \_\_\_\_\_

Lab Room Number(s): \_\_\_\_\_

Please return the completed and signed form to the Controlled Substance Program Administrator in person, or by email at [Llopez@fullerton.edu](mailto:Llopez@fullerton.edu).

\*If lab is leaving the University or closing down, these files can be given to EH&S for record retention.