

## Controlled Substances Program

California State University Fullerton • Environmental Health & Safety  
800 N. State College Blvd. Fullerton, CA 92831 • T-1475 • (657) 278-7233

### Controlled Substances Chain of Custody Disposal Form

**Instructions:** Form to be completed by EH&S staff and signed by authorized individuals from the research lab. *Please fill out one disposal form for each container.* If the Principal Investigator leaves the university or chooses to stop using controlled substances, please fill out a Deactivation Form.

Principal Investigator: \_\_\_\_\_

Dept: \_\_\_\_\_

Product:	Amount Remaining:	Released to EH&S by (print):	Signature:	Date:
Schedule:	Container ID:	EHS Staff Recipient (print):	Signature:	Date:
Initial Amount:				
Storage Location (Room No. & Specific Location):				

- Breakage must be initialed by the individual responsible and co-signed by the PI.
- Report log discrepancies, suspected misuse, or theft to the EH&S Controlled Substance Program Administrator immediately.

<b>**When this item is empty or no longer needed, verify log balance, reconcile inventory and submit a pick-up request.</b>		
<input type="checkbox"/> Option 1: CS item has been used up and needs disposal. A. Request waste pick up at <a href="http://www.ehs.fullerton.edu">www.ehs.fullerton.edu</a> , by email at <a href="mailto:safety@fullerton.edu">safety@fullerton.edu</a> , or by phone at (657)278-7233 (S-A-F-E)  B. Disposed by EH&S (name): _____ Date: _____  C. Keep this original log sheet in the logbook	<input type="checkbox"/> Option 2: CS item is partially used or unused, and needs disposal. Request waste pick up at <a href="http://www.ehs.fullerton.edu">www.ehs.fullerton.edu</a> , by email at <a href="mailto:safety@fullerton.edu">safety@fullerton.edu</a> , or by phone at (657)278-7233 (S-A-F-E) <hr/> <b>For EH&amp;S use only:</b> CS transferred to EH&S for disposal. Name: _____ Date: _____  <input type="checkbox"/> Liquid <input type="checkbox"/> Solid Amount received: _____	<input type="checkbox"/> Option 3: CS Waste Request waste pick up at <a href="http://www.ehs.fullerton.edu">www.ehs.fullerton.edu</a> , by email at <a href="mailto:safety@fullerton.edu">safety@fullerton.edu</a> , or by phone at (657)278-7233 (S-A-F-E) <hr/> <b>For EH&amp;S use only:</b> CS transferred to EH&S for disposal. Name: _____ Date: _____  <input type="checkbox"/> Liquid <input type="checkbox"/> Solid Amount received: _____
<b>**Retain log sheet until:</b> _____ Retain for 3 years from the date of transfer to EH&S for disposal or the date of complete use.		