

CONTROLLED SUBSTANCES PROGRAM GUIDE

CONTROLLED SUBSTANCES USE AUTHORIZATION FORM (CSUA)

Details the project guidelines, such as controlled substance purpose, storage location, and authorized personnel. Proper storage security measures will be observed upon submission of a CSUA.

LETTERHEAD

A formal Letterhead using an official department stationary must be written to the manufacturer of the controlled substance. This will be submitted to the Controlled Substances Program Administrator.

SELF-ASSESSMENT AUDIT

Every lab is responsible for completing a Self-Assessment Audit annually. Document the audits in the Controlled Substances Program Guide. This is to ensure each lab is following protocol.

CHAIN OF CUSTODY DISPOSAL FORM

When relinquishing used, unused, or empty bottles, mark the corresponding Usage Log for disposal. Request a pick-up, and EHS will issue a Chain of Custody Disposal Form as proof of disposal.



PERSONNEL SCREENING DATA SHEET

To be authorized to use controlled substances, every future user must fill out this form.

PURCHASE/TRANSFER REQUEST FORM

Upon approval of the CSUA and storage security measures, the principal investigator can order controlled substances by submitting a Purchase/Transfer Request Form.

USAGE LOG

After receiving the item, a Usage Log must be used for each container. The log must be stored in the same location as the controlled substance or in the Program Guide.

ANNUAL INVENTORY AND AUDIT

Every year, EHS will conduct an audit and inventory inspection to ensure proper usage and storage of controlled substances.

SUBMIT A NEW CONTROLLED SUBSTANCES USE AUTHORIZATION (CSUA)

FOR THE FOLLOWING:

- 01 **New User**
- 02 **Storage Location Change**
- 03 **Personnel Change**
- 04 **Annual Renewal**

STORAGE REQUIREMENTS:

- Must be stored in a drawer or cabinet with a lock or passcode
- No top or bottom access in drawers
- No usage of a portable safe
- Schedule I & II Drugs must be stored in a metal safe or equivalent
- No hallway or corridor storage

TO DEACTIVATE:

- STEP 1** If the lab wishes to stop working with controlled substances, hereby deactivating the CSUA, please fill out a Deactivation Form.
- STEP 2** Relinquish all CS items by requesting a waste pick-up by phone, email, or using the online pick-up request form. Note the disposal on the Usage Logs of each container.

- **DO** conduct a Self-Assessment Audit annually
- **DO** let EHS know of any container breakages or other emergencies
- **DO** keep all correspondence in the Controlled Substances Program Guide

- **DO NOT** conduct any sort of illegal synthesis
- **DO NOT** give controlled substances to any unauthorized personnel
- **DO NOT** transfer controlled substances from its original container



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