# CONTROLLED SUBSTANCES PROGRAM

**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.

**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.

**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 every quarter. 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.

**CONTROLLED SUBSTANCES USE AUTHORIZATION (CSUA)**

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

**SUBMIT A NEW CONTROLLED SUBSTANCES USE AUTHORIZATION (CSUA) FOR THE FOLLOWING:**

**TO DEACTIVATE:**

1. If the lab wishes to stop working with controlled substances, nearly deactivating the CSUA, please fill out a Deactivation Form.

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.

**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

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

**DO NOT**
- 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

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

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