Appendix C
Inventory Log

UCI CONTROLLED SUBSTANCE PROGRAM

As a Principal Investigator you are responsible for the completion and submission of a biennial inventory of controlled substances used in your research and/or teaching at UCI or UCIMC- EVEN IF YOU CURRENTLY HAVE NONE. Your inventory must include all Controlled Substances in your possession as of the date of your signature below.

Prior to your inventory, if you have controlled substances in your possession that are expired or no longer needed i.e., from protocols that are no longer active, you should submit an online Disposal Request. See web site listed below.

This inventory is a requirement of Part 1304.22 CFR*, Records and Reports of Registrants. You must keep a copy of this Inventory Log and the records related to the listed entries for at least 3 years from the date of the inventory for inspection by authorized UCI employees and DEA agents.

Information regarding UCI's Controlled Substance Program is available at www.ehs.uci.edu > Occupational Health > Controlled Substances. Contact Karla Cornejo, Controlled Substance Coordinator, if you have any concerns with this Inventory Log or the use of Controlled Substances for research or teaching purposes.

Name of Drug	Strength per unit	Volume of container	# full, unopened containers	List volume remaining in each opened container separately
Example: Ketamine	10mg/ml	10ml vial	3	9ml, 5ml, 5ml

(Use back of form if more space is needed)

☐ I have **NO** inventory of Controlled Substances at this time.

Location of inventory: _____ ☐ Campus ☐ UCIMC ☐ other site

(building & room)

I verify the above information is correct.

Principal Investigator name: _____ Department: _____

(print) (print)

Signature: _____ Date: _____ Phone: _____

(Principal Investigator ONLY)