

## Appendix F

### Controlled Substance Self Assessment Audit Sheet

#### Environment, Health & Safety,

*Laboratories that use Controlled Substances (CS) should complete a Self Assessment Audit Sheet on a quarterly basis and the Audit Sheet(s) should be stored in the Controlled Substance Logbook.*

#### **Y N N/A Controlled Substance Use Authorization**

1. Is the lab's CSUA current?<sup>1</sup>
2. Is the list of Authorized Personnel current (Section 3)?<sup>1,2</sup>

#### **Y N N/A Physical Security Measures, Storage, Use**

3. Is the key or code to the EH&S approved CS storage area maintained under the physical control of Principal Investigator and/or Authorized Personnel?<sup>2</sup>
4. Is the EH&S approved CS storage area (safe, drawer, cabinet) kept locked at all times?<sup>2</sup>
5. Are all Controlled Substances stored in their original containers?<sup>2</sup>
6. Is the locking mechanism for the CS storage area in good working order?<sup>2</sup>
7. Are CS used for animal survival studies within expiration dates? To dispose of unwanted or expired CS, contact EH&S.<sup>1,2</sup>

#### **Y N N/A Controlled Substance Logbook**

8. Is a copy of the CSUA located in the CS Logbook/binder?<sup>2</sup>
9. Is a copy of the CS Inventory in the CS Logbook/binder?<sup>2</sup>
10. Is the CS Logbook/binder stored in a locked safe/cabinet/drawer?<sup>2</sup>
11. Is a copy of each CS Purchase Order in the CS Logbook/binder?<sup>2</sup>

#### **Y N N/A Controlled Substance Usage Logs**

12. Are the CS Usage Logs from EH&S being used?<sup>1,2</sup>
13. Are the CS Usage Logs stored in the CS Logbook/binder?<sup>2</sup>
14. Is a separate CS Usage Log used for each container?<sup>2</sup>
15. Are all fields completed correctly?<sup>2</sup>
16. Are CS Usage Logs for CS in Schedule I & II maintained in a separate folder from those logs for CS in Schedule III – V?<sup>2</sup>
17. Does the amount of material in each CS container match the amount listed on the CS Usage Log?<sup>2,3</sup>

<sup>1</sup> If "N", visit the Controlled Substance website at <http://www.ehs.uci.edu/> for forms and further information.

<sup>2</sup> If "N", take corrective action as appropriate to fulfill requirement.

<sup>3</sup> If "N", contact the Controlled Substance Program Coordinator immediately.