

Self-inspection of Controlled Substances

- Print clearly in ink only
- Retain for 2 years following the last entry.

Registrant Name:

Registered Location:

FL DBPR exemption # and expiration date:

DEA registration # and expiration date:

Find the forms detailed in this document at

Item #	Confirm the following	YES	NO	N/A
Personnel				
1	Are all persons who have access to Controlled Substances listed on a current "Controlled Substance Authorized Agent Log"?			
2	Is access to Controlled Substances limited to personnel who are assisting in conducting research under the Registrant?			
3	Is access to Controlled Substances limited to personnel who have not had a DEA, FL DBPR, or practitioner license or registration revoked, and do not have a prior criminal history of violations related to Dangerous Drugs or Controlled Substances?			
4	Have all personnel who have access to Controlled Substances signed an "FAU Controlled Substance Employee Questionnaire"?			
5	Is access to Controlled Substances limited to the minimum number of personnel required to conduct research using the Controlled Substances?			
6	Have all personnel who have access to Controlled Substances completed the CITI "Controlled Substances in Higher Ed Research" course?			
Security				
1	Are all Controlled Substances stored in the room/facility identified on the Registrant's FL DBPR and DEA registration?			
2	Are all Controlled Substances stored separately from other chemicals?			
3	Are all controlled substances stored at appropriate temperatures and under appropriate conditions in accordance with labeled requirements?			
4	Are Schedule I Controlled Substances stored in a securely locked, substantially constructed cabinet or safe that is secured by a key or combination lock and is securely fastened to the floor or wall so that it cannot be easily removed?			
5	Are Schedule II-V Controlled Substances stored in a substantially constructed cabinet that is secured by a key or combination lock?			
6	Are cabinets/safes storing Controlled Substances of a size and weight that makes transport or concealment difficult?			
7	Are cabinets/safes storing Controlled Substances constructed in a manner so that forced entry is easily detected?			
8	Is the room/facility in which Controlled Substances are stored locked when not in use?			
9	Are lock combinations and keys to the room in which Controlled Substances are stored limited to personnel authorized to have access to the room?			
10	Are lock combination and keys to the safe/cabinet in which Controlled Substances are stored limited to personnel authorized to access Controlled Substances?			

Self-inspection of Controlled Substances

Item #	Confirm the following	YES	NO	N/A
11	Are all relevant lock combinations changed and keys returned upon termination of an authorized personnel's engagement in the Registrant's facility?			
Records and Labeling				
1	Is the Drug Enforcement Agency (DEA) Registration Certificate Form and any other documentation received in your files?			
2	Has an initial inventory of all Controlled Substances been performed and recorded? This is only required for new registrants, and this must be kept for 2 years.			
3	Have subsequent inventories of Controlled Substances been performed and recorded every 12 months thereafter?			
4	Is all original documentation of orders and receipts for Controlled Substances maintained on file (including copies of DEA Form 222 for orders of Schedule I and II Controlled Substances)?			
5	Are all orders and receipts of Controlled Substances logged, including PO/invoice and DEA Form 222 number, supplier name, dates, amounts, and any discrepancies between drug ordered and drug received?			
6	Has the purchaser's copy of DEA Form 222 been annotated to show quantity of controlled substances received and date of receipt?			
7	Did you have any defective DEA Forms 222? If so, do you have the reason to return stapled to the defective DEA Form 222?			
8	If Schedule I or II Controlled Substances are ordered by a person other than the Registrant, has an appropriate "DEA Power of Attorney" form been executed?			
9	Are controlled substance usage logs stored along with the controlled substances in a securely locked, substantially constructed cabinet?			
10	One Use Log Form is kept with each container, including dilutions?			
Usage				
1	For each primary container of Controlled Substances, is usage tracked on a log, including beginning amounts, dates used, personnel who used the drug, and balance after each use?			
2	Is the controlled substances inventory included in SciShield?			
3	Are all primary bottles of Controlled Substances kept in their original container with appropriate labelling, including expiration date?			
4	Are all secondary bottles (dilutions from a primary bottle) of Controlled Substances kept in containers labelled with the drug name, schedule, drug concentration, expiration date (copied from the original vial), initials of the person who transferred the drug, and unique container identification?			
5	Is all disposal of controlled substances waste and expired material conducted using an EH&S-approved destruction method?			
6	Were there any significant discrepancies in the inventory or logs, including suspect theft, of Controlled Substances?			

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Item #	Confirm the following	YES	NO	N/A
6a	If yes, were those documented on the "Controlled Substances Discrepancy Report Form" and reported in accordance with instructions contained on that form?			
7	Do you have an SOP or checklist in your records in case of lost or theft of Controlled Substances?			
8	Are all Controlled Substances records kept secure and separated from other business records?			
9	Are Schedule I and II Controlled Substances records, including all DEA Form 222, kept separated from records pertaining to Schedule III-V Controlled Substances?			
10	Are all Controlled Substances records maintained for 2 years from the final disposition of the drug?			

Completed by: _____ **Date:** _____

Registrant signature: _____ **Date:** _____