UCONN
ENVIRONMENTAL HEALTH AND SAFETY

3102 Horsebarn Hill Rd.
Storrs, CT 06269
Email: ehs@uconn.edu
T: 860-486-3613

SELF-INSPECTION CHECKLIST: CONTROLLED SUBSTANCES

Questions	YES	NO	NA
1. Are the usage record(s) compliant?			
2. Is the DEA controlled substance registration compliant?			
3. Is the State of Connecticut controlled substance registration compliant?			
4. Is the annual inventory properly executed?			
5. Are the receipt record(s) properly executed?			
6. Are receipt record(s) for Schedule I and/or II maintained separately?			
7. Are receipt records for Schedules III-V annotated with a signature and date the controlled substances were received?			
8. Is the Lab Worker Authorization Form compliant with all authorized users listed?			
9. Is the controlled substances storage area secure?			
10. Is the safe for schedule I and/or II controlled substances locked and compliant?			
11. Is the security device for schedules III-V controlled substances locked and compliant?			
12. Are controlled substances labeled appropriately?			
13. Are expired controlled substances separated from non-expired controlled substances in the storage device?			
14. Are security device keys stored separately?			
15. Is a current, approved protocol available and compliant?			