Deactivation of Controlled Substances Use Authorization
Environment, Health & Safety, UCSD

Use this form to cancel a Principal Investigator’s Controlled Substance Use Authorization (CSUA).
To dispose of all remaining controlled substances, please call (858) 534-9016 or email ehscs@ucsd.edu to schedule a pickup.

The ______________________ Lab no longer needs authorization to use, purchase, or possess controlled substances for research purposes as of ______________________ (date).

Controlled substances cannot be transferred to another Principal Investigator, nor can they be taken to another university due to U.S. DEA licensure requirements. All controlled substances remaining in inventory must be disposed of through Environment, Health & Safety by appointment (call (858) 534-9016 or email ehscs@ucsd.edu).

☐ CS have been completely used up or ☐ CS have been returned to EH&S

A copy of all Controlled Substances Usage Log Sheets and documentation less than three years old must be retained on site*.

I have relinquished all controlled substances in my possession, will retain* the controlled substance records according to schedule, and agree to deactivate my Controlled Substance Use Authorization.

Principal Investigator signature: ________________________________ Date: __________
Principal Investigator name: ________________________________
CSUA #: _______ Department: ________________________________

Please return the completed and signed form to the Controlled Substance Program Manager by fax 858-822-0561, email ehscs@ucsd.edu or Mail Code 0090.

*If lab is leaving the University or closing down, these files can be given to EH&S for record retention.