

Controlled Substance Self-Assessment Audit Worksheet

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. It is recommended that high-use laboratories complete a Self-Assessment Audit Sheet on a monthly basis.

Manage CSUA online at <https://ehs.ucsd.edu/myresearchsafety/> See step by step [instructions](#)

Controlled Substance Use Authorization	Y	N/A	N	Corrective Action
1. Is the lab's CSUA current? (i.e. up to date content & not expired)				If "N", review content, update, and/or renew CSUA.
2. Is the list of Authorized Personnel current (Section 3)?				If "N", add or remove personnel (CSUA- Section 3).
3. Have all the Authorized Personnel completed CS training within the past 4 years?				Check Training Analytics . If "N", complete CS Training, found on UC Learning Center, search keyword "CSUA".
Controlled Substance Logbook	Y	N/A	N	Corrective Action
4. Is a copy of the current CSUA located in the CS Log Book?				If "N", print CSUA summary from online CSUA at https://ehs.ucsd.edu/csua/login.do
5. Is the CS Log Book stored in the CS storage area (or if impossible due to size of log book, is it stored in a secured location?)				If "N", take corrective action as appropriate to store CS logbook in CS storage area.
6. Is a copy of each CS Requisition Supplemental in the CS Log Book?				If "N", contact ehscs@ucsd.edu for a copy.
Controlled Substance Inventory Usage Logs	Y	N/A	N	Corrective Action
7. Does the amount of material in each CS container match the amount listed on the corresponding CS Usage Log?				If "N", review log sheet for mathematical errors, unrecorded dispensations, and initial any corrections made. If a discrepancy still exists contact PI & CS Program Manager immediately.
8. Is the online list of CS inventory accounted for?				Either completed logsheet or original container must be present. Submit log sheets for empty bottles to ehscs@ucsd.edu .
9. Review the names of people logging out CS on CS Usage Log. Is everyone authorized personnel?				If "N", add person to CSUA, complete training, and submit PSDS
10. Are all fields completed correctly, in full?				If "N", take corrective action as appropriate to fulfill requirement; all dispensations must be fully logged.
11. Are the CS Usage Logs from EH&S being used? (One log sheet per container ID)				If "N", contact ehscs@ucsd.edu with the container's ID# for a replacement log sheet or logbook.
12. Is a separate CS Usage Log used for each container?				If "N", take corrective action as appropriate to fulfill requirement. Replacements can be obtained from CSP.
13. Are CS Usage Logs for CS in Schedule I & II maintained in a separate folder from those logs for CS in Schedule III-V?				If "N", contact ehscs@ucsd.edu for additional logbook.
Physical Security Measures, Storage, Use	Y	N/A	N	Corrective Action
14. Is the key or access code to the EH&S approved CS storage area maintained under the physical control of Principal Investigator and/or Authorized Personnel?				If "N", take corrective action as appropriate to ensure CS storage is secure and only available to Authorized Personnel .
15. Is CS stored in an EH&S approved CS storage location listed on the CSUA (check building, room and storage ID#)?				If "N", take corrective action as appropriate to fulfill requirement. Report repeat offenders to PI.
16. Are all Controlled Substances stored in their original containers in the CS storage area?				If "N", take corrective action as appropriate to fulfill requirement. Opened Buprenorphine may be stored in separate tube due to its glass ampoule packaging.
17. Is the CS storage area free of non-controlled substances?				Only log books and controlled substances can be stored in the CS storage area. Remove unauthorized items.
18. Is the locking mechanism for the CS storage area locked when not in use and in good, working order?				If "N", take corrective action as appropriate to fulfill requirement, replace or fix hardware as needed.
19. Are CS used for animal survival studies within expiration dates?				To dispose unwanted or expired CS, contact ehscs@ucsd.edu