



Controlled Substances Self-Inspection

Please fill in all sections of this form, sign and date it, and keep it in a readily accessible area in your lab for at least 2 years.

Name of Authorized Individual: _____

Principal Investigator/Lab Group: _____

Location(s) (Building/Room #) Inspected: _____

Date Inspection Completed: _____

YES NO

- All bottles in the lock box are logged in the logbook.
- Each bottle is entered on a separate page listing the **Drug, Date Purchased, Expiration Date, Bottle #, and Amount.**

If no, please explain: _____

- All Schedule II materials are documented in their own logbook.
- Schedule II materials are required to be placed in their own logbook. Schedule III-V materials may be in the same logbook.

If no, please explain: _____

- All logbook entries are complete.
- **Date, Purpose, Person, Amount Used, and Amount Remaining,** are filled in for each entry.
- Bottles that have been returned are noted with the date of return.

If no, please explain: _____

- Amounts used are consistent with the amounts remaining as listed in the logbook.
- Calculate the total amount used for each bottle.
- The amount remaining should equal the initial amount minus the sum of the amounts used.

If no, please explain: _____

- Expiration dates have been checked on all bottles
- Expired drugs should be returned to the Central Controlled Substances Custodian.
- Record date in logbook when bottles are returned.

If no, please explain: _____

- Are there any changes to your list of Authorized Personnel who will be working with controlled substances in your lab?

If yes, please send a copy of your updated list to your CCSC.

Please sign below to indicate that the self-inspection has been completed and all controlled substances are properly logged.

Signature: _____ Date: _____