

UCSB Controlled Substance Inventory Form

Environment, Health & Safety

An inventory form must be completed and submitted to EH&S on the date registration holders first engage in research using controlled substances and at least biennially thereafter. Return this form to the Controlled Substances Program Manager at EH&S by mail (MC 5132) or fax (805-893-8659).

Principal Investigator name: _____ Department: _____

Controlled Substances storage location: _____

Instructions: List all Controlled Substances in possession, including those awaiting disposal. List open containers as separate line items (the quantity should always be one). Unopened containers of same substance, manufacturer, volume, and concentration can be grouped together. **Fill out separate forms for each storage location.**

Line Item	Qty	Opened or Unopened	Remaining amount*	Container size	Controlled Substance Name	Drug Code & Schedule ⁺	Finished Form [‡]
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

By signing below, I agree the information listed here represents the actual amount of controlled substances existing in inventory as of the close of business on _____ (date).

Name of person who conducted inventory: _____

Registration holder's signature: _____ **Date:** _____

For list of Controlled Substances visit: <http://www.deadiversions.usdoj.gov/schedules/>

* Measure in weight (powder or crystals) or volume (liquids) or number of units (tablets or capsules). For opened containers: If the substance is listed in Schedule I or II, make an exact count or measure of the contents. If the substance is listed in Schedule III, IV or V, make an estimated count or measure of the contents unless the container holds more than 1,000 tablets or capsules, in which case an exact count must be made.

⁺ For DEA Drug Code and Schedule number, refer to website (above). DEA Drug Code is a 4-digit number. Controlled Substance Schedule number is expressed in Roman numerals, I through V; N denotes the item is non-narcotic and only applies to schedules II and III.

[‡] Finished Form refers to the strength and form of the item as commercially prepared.