

DEA Controlled Substance Compliance Safety Assessment

Date:	PI:
Building:	Department:
Room:	Assessment Completed by:

The purpose of this checklist is to ensure that all laboratories that use controlled substances at OSU are in compliance with university and DEA standards. If there are any deficiencies found on the checklist they must be within the stated time frame. Any imminent hazards to health & safety or related serious violations must be correct during the consultation.

	Record Keeping:	Action Needed:	Days:	Comments:
1	All copies of the registrations forms and receipts have been maintained for past 3 years.	<input type="checkbox"/>	30	
2	All controlled substances are input into OSU's chemical inventory database.	<input type="checkbox"/>	30	
3	Signature forms of all authorized staff that have or had access to the DEA controlled substance are available.	<input type="checkbox"/>	7	
4	All records of theft or loss of a controlled substance are reported to the DEA and records are maintained.	<input type="checkbox"/>	7	
5	Experimental standard operating procedures for the studies the materials will be used for are available.	<input type="checkbox"/>	7	
6	Controlled substances are kept in a secure storage space as defined in the DEA Safety Instruction.	<input type="checkbox"/>	7	
7	Controlled substance waste label includes material name, quantity, date, and license number.	<input type="checkbox"/>	7	
8	Spill or accidental release program is setup to manage and dispose of materials as hazardous waste.	<input type="checkbox"/>	7	
9	Sharps disposal plan follows guidelines set by OSU's DEA Safety Instruction.	<input type="checkbox"/>	30	
10	DEA controlled substance waste is segregated from other laboratory hazardous waste.	<input type="checkbox"/>	7	

Additional Recommendations / Observations:
