

Laboratory Occupational Safety & Health Survey - Controlled Substances

Inspection Date: _____	Bldg: _____	Rooms: _____	Number of Deficiencies = _____
Local Contact: _____	Phone: _____	Email: _____	
Safety Contact: _____	Phone: _____	Email: _____	
Researcher: _____	Phone: _____	Email: _____	

Controlled Substances

Does the laboratory not have controlled substances? Or prescription drugs (Schedule VI by Massachusetts Department of Public Health (MADPH).

Does the laboratory have controlled substances (ketamine, thiopental, pentobarbital, buprenorphine, acepromazine, nembutal, phenamine sulfate, methamphetamine, cannabinal, delta-9 tetrahydrocannabinol? OR prescription drugs (Schedule VI)?

105 CMR 700; 21 CFR 1300

	N/A	Yes	No	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Controlled Substance Licenses

Is the MADPH registration current and accurate?

(Re)Apply for current registration with the MADPH. Ensure MADPH matches DEA.

Is the Drug Enforcement Agency (DEA) registration certificate current and accurate?

(Re)Apply for current registration with the DEA. Ensure MADPH matches DEA.

Is the supplement information associated with the MADPH and DEA registrations current and accurate?

Notify MADPH and DEA about the changes in controlled substances.

What schedules are the controlled substances in?
I II III IV V VI (MADPH)

Ensure registrations match inventory.

What are the controlled substances used for?
Research Practitioner Clinical

Ensure registrations match activity.

	N/A	Yes	No	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Controlled Substance Training

Is the list of authorized personnel current?

Notify MADPH and DEA about the changes in personnel. Include name, social security number, address (home), address (work), and date of birth.

Are authorized personnel trained on the controlled substance standard operating procedure?

Train authorized personnel on the controlled substance standard operating procedure.

	N/A	Yes	No	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Controlled Substance Inventory

	N/A	Yes	No	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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Controlled Substance Inventory

N/A Yes No Comments

Is the controlled substance inventory accurate?

Determine why the inventory is not accurate. If the material was lost or stolen, report it to the MADPH and DEA using appropriate paperwork.

Has there been any loss or theft of a controlled substance?

If material was lost or stolen, report it to the MADPH and DEA using appropriate paperwork.

Controlled Substance Physical Security

N/A Yes No Comments

Key to approved substantially constructed lockable cabinet is maintained under the control of the authorized person or a designated person?

We recommend only one to two people have access to the lockable cabinet.

All controlled substances are stored within secondary containment within the approved substantially constructed lockable cabinet?

Purchase the appropriate lockable cabinet and install it in the designated area.

Are all controlled substances labeled properly?

Label controlled substances with the appropriate label (CI, CII, CIII, CIV, CV).

Are appropriate chemical carriers used to transport controlled substances from lockable cabinet to use location?

Ensure chemical carriers are used in transportation of a controlled substance.

Controlled Substance Usage Log

N/A Yes No Comments

Are logs stored along with controlled substances in a securely locked, substantially constructed cabinet?

Ensure logs are stored in a securely locked, substantially constructed cabinet.

Is there one log sheet for each container?

Ensure there is one log sheet for each container.

Are all fields completed correctly?

If there are blank fields, please put Not Applicable or supply the information.

Does the physical inventory match controlled substance log for each container?

Ensure the physical inventory matches controlled substance log for each container. If not, the loss must be reported to MADPH and DEA using the appropriate forms.

Controlled Substances Standard Operating Procedure

N/A Yes No Comments

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Controlled Substances Standard Operating Procedure

N/A Yes No Comments

Is there a Standard Operating Procedure for the controlled substances?

Ensure there a Standard Operating Procedure for the controlled substances.

Controlled Substances Disposal

N/A Yes No Comments

Do you have a DEA approved disposal facility to dispose of your excess controlled substances?

Controlled substances must be destroyed by a licensed facility or in the presence of a DEA representative.

Other Deficiencies

N/A Yes No Comments

There are no additional deficiencies seen in this laboratory.

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Other Comments:

For questions please contact Harvard Institutes of Medicine/New Research Building (HIM/NRB) Environmental Health and Safety (EH&S) Office at 617-432-2762.

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Laboratory Contact at Time of Survey	
Name:	Signature: