EH&S personnel meet with PI and lab contact to inspect work and storage spaces.

PI determines that Controlled Substances are needed for research purposes.

PI requests authorization from department chair to use CS, completes and submits CS Authorization form to EH&S.

EH&S builds PI Google Site to auto populate tables of CS drugs, personnel and DEA location pick-up approval.

PI submits request for each person in lab group who will use CS and defines their roles in Google Sites.

Everyone, including PI, submits the New User Request through Google Sites, populating tables.

All CS users complete online training through UCSC Learning Center.

Lab orders CS through CruzBuy using either the Hazardous Materials Form or the DEA Controlled Substances Form, flagging purchasing.

EH&S receives notice of CS ordered and checks it against the approved drugs list for the lab.

PI contacts EH&S when a CS user leaves the lab.

EH&S archives users no longer working with CS.

Yes

CS order is placed and end user is notified when it arrives at the DEA pick up destination.

Approved lab personnel sign for and receive CS from appropriate DEA designated location.

CS are stored in a secure location and lab maintains an accurate log of all CS received and each usage.

PI or approved lab personnel transfers unused or expired CS and containers to campus pharmacy for reverse distribution.

No

Lab Approved for requested CS?

Department / Unit

EH&S

EH&S periodically inspects lab usage and storage.

EH&S performs biennial snapshot inventory of all CS on campus on a specified date.