INVENTORY OF CONTROLLED SUBSTANCE RECORD

Inventory of controlled substances shall be conducted at least once every two years. The Principal Investigator shall retain one copy of this document and forward a copy to the TTUHSC El Paso Department of Safety Services.

DATE INVENTORY CONDUCTED: _____

Principal Investigator: _____

Department: _____ **Phone/Email:** _____

Controlled substance inventoried:

Type _____

Strength/concentration _____

1. Where is the controlled substance stored: campus/building/room?

2. What quantity of the controlled substance is present at the time of physical inventory?

3. Does the physical inventory match the information documented on the "USE OF CONTROLLED SUBSTANCE LOG FORM"? (Attachment C to HSCEP OP 73.04) Y N

   If NO:

   3a. Explain any discrepancy.

   3b. Has the discrepancy been reported to the TTUHSC EP Police Department (or local law enforcement agency) and Safety Services?

   Y N (If NO, the discrepancy **SHALL BE REPORTED <u>IMMEDIATELY!!!</u>)**

4. Is the controlled substance expired? Y N

   4a. If it has expired, please explain why the substance is being maintained.