

Yale *Environmental Health & Safety*

Appendix C: Suggested Record-Keeping Procedures Using Two, Three-Ring Binders

Binder #1 with separated sections:

- To include an inventory log sheet for each drug(s) showing the date and amount of each drug received, as well as the date and amount for each drug removed.
- If you withdraw an amount of undiluted drug to make a “working solution”, you would also have a separate log sheet.

Binder #2 with separated sections:

- To include a copy of State of Connecticut Controlled Substance Laboratory License.
- To include a copy of your Drug Enforcement Agency Research Registration.
- To include a copy of your biennial inventory, which is conducted on May 1st of every odd-numbered year.
- To include a copy of your drug invoices for drugs received. This should be separated as follows:
 - One section for Schedule II drugs with completed DEA 222 forms attached.
 - One section for Schedule III, IV, and V drugs.
- To include a copy of all drug destructions performed by either Drug Control or DEA.
- To include a copy of any inspections of your laboratory pertaining to controlled substance use.
- To include a copy of your study call, if permissible.
- To include copies of completed drug inventory sheets from Binder #1.
- To include a copy of the Yale Environmental Health and Safety controlled substances policies and procedures.

Note: Should a change in lab manager/responsible person for researcher change, the above information should be reviewed by the new individual in charge.