Suggested Controlled Substance Record Keeping for Laboratories (CSLs)

PLEASE NOTE:
Any change in the researcher’s laboratory manager or responsible person shall initiate a review of this information by the new laboratory manager or responsible person.

Three-ring Binder #1
- Maintain Binder #1 in the area in which controlled substances are stored and create the following separate sections within Binder #1
  1. Inventory record to document each controlled substance along with the date received, amount received, date removed, and amount removed
  2. Disposition record for controlled substances withdrawn to prepare a “working solution”

Three-ring Binder #2
- Maintain Binder #2 in an area separate from Binder #1 and create the following separate sections within Binder #2
  1. State of Connecticut CSL registration
  2. DEA laboratory registration
  3. Annual/Biennial inventory conducted on May 1st
  4. Invoices for controlled substances received in separate sections within Section #4
     a. Schedule I receipt invoices, if applicable, with executed DEA 222 forms attached
     b. Schedule II receipt invoices with executed DEA 222 form attached
     c. Schedule III-V receipt invoices
  5. Drug destroyed jointly with either the Drug Control Division or DEA
  6. Controlled drug loss reports for any loss that is sent to DCP.DrugLoss@ct.gov (dropped or unaccountable).
     - Any loss should be reported to DCP.DrugLoss@ct.gov within 72 hours
  7. Inspection reports
  8. Study protocol(s)
  9. Completed inventory records from Binder #1