



CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

DRUG CONTROL DIVISION

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 Disposition record for controlled substances withdrawn to prepare a "working solution"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. Biennial inventory conducted on May 1st of every odd numbered year
 - **Effective January 1, 2019 the State of Connecticut shall require an annual inventory.**
 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. Controlled substances destroyed jointly with either the Drug Control Division or the DEA
 6. Controlled substance loss/theft reports for any controlled substance loss/theft, whether such loss/theft is accountable or unaccountable, reported directly to the Drug Control Division or to DCP.DrugLoss@ct.gov
 - Any and all controlled substance losses/thefts shall be reported directly to the Drug Control Division or to DCP.DrugLoss@ct.gov within 72 hours of discovery
 7. Inspection reports
 8. Study protocol(s)
 9. **Completed** inventory records from Binder #1