## Authorized\* Personnel Controlled Substances Access List

Protocol #:		
Printed Name	Sign Off Initials	Background Check Completed (√)

\*"Authorized" = personnel have approval for access according to the IACUC protocol on file and have successfully completed a background check through HR.

## Lab Staff Responsibilities - as delegated by the PI

PI:

Staff conducting laboratory or animal research with Controlled Substances are responsible for:

- 1. Submitting and successfully passing of DEA NADDIS and National Crime Information Center (NCIC) background checks before having access to Controlled Substances;
- 2. Ensuring appropriate security and storage of all Controlled Substances;
- 3. Helping to maintain an accurate list of approved controlled substances users for <u>each protocol</u>. This list is to be kept with the Controlled Substances paperwork and must be accessible to inspectors at all times;
- 4. Limiting access to Controlled Substances to only approved users;
- 5. Meeting all inventory requirements (to be maintained and accessible to inspectors at all times in accordance with the Forms matrix; and
- 6. Returning any unwanted or expired Controlled Substances.

Link to the Controlled Substance Policy on the Office for the Vice Chancellor for Research website: <a href="https://research.wustl.edu/controlled-substances-laboratory-animal-research-policy/">https://research.wustl.edu/controlled-substances-laboratory-animal-research-policy/</a>