

California State University Fresno

Application for Use of Controlled Substances

1. Applicant/Principal Investigator \_\_\_\_\_
2. Position with University \_\_\_\_\_
3. Department \_\_\_\_\_ Office \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_
4. Title of Project \_\_\_\_\_
5. Estimated Duration of Project \_\_\_\_\_
6. Is this Project primarily for Research or Instructional Purposes? \_\_\_\_\_
7. Controlled Substances to be used:  
Name: \_\_\_\_\_ Schedule \_\_\_\_\_  
Name: \_\_\_\_\_ Schedule \_\_\_\_\_  
Name: \_\_\_\_\_ Schedule \_\_\_\_\_

**Note: The University is not currently licensed for use of Schedule I substances. Additional approval must be obtained before the use of any Schedule I substances will be allowed.**

8. Summary description of project, specifically include which controlled substance(s) are to be used and for what purpose. (Attach additional page if needed.)

9. Primary Controlled Substance storage location \_\_\_\_\_

Describe method of storage and precautions taken to ensure prevention of access by unauthorized individuals.

10. Project work areas/Secondary storage locations (if any) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe work areas and or storage locations and security measures taken to ensure access only by authorized personnel.

11. List names and titles of individuals other than yourself who will be authorized to have access to controlled substances (do not include students who will be under your direct supervision.)

12. I, the undersigned, have read, understand and agree without reservation to abide by the provisions contained in the California State University, Fresno Policy and Procedures Relating to the Use of Controlled Substances. I hereby waive any right or recourse against the University for any damage whatsoever resulting from failure to fully conform with said policy and the Controlled Substances Act.

I hereby apply for approval of the project involving the use of controlled substances as described above. I agree to adhere to any conditions of approval as set forth by the University Committee on the Use of Controlled Substances and I further agree to inform the Committee of any proposed changes in the project conditions as stated above, in advance of any such changes being made.

Name \_\_\_\_\_  
(please print)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Approved:

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of College/School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Environmental Health and Safety Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, University Committee on the Use of Controlled Substances

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Administration

\_\_\_\_\_  
Date

# Instructions

for completing

## Application for Use of Controlled Substances

Individuals who wish to use controlled substances as part of a university project must complete and have approved an application for the use of controlled substances. The application must be filled out completely as well as all steps listed in these instructions completed before an approval will be granted. Further information on this process may be obtained by contacting the Office of Environmental Health & Safety/Risk Management (EH&S/RM).

1. Obtain an application from EH&S/RM.
2. Fill out application in its entirety. Supplemental information may be attached as needed. Questions regarding the application may be directed to EH&S/RM.
3. The Principal Investigator is responsible for being familiar with the University Policy Relating to the Use of Controlled Substances and the federal Controlled Substances Act. Copies of these documents may be obtained from EH&S/RM.
4. Obtain approvals, if necessary, from respective Department Chair and/or College/School Dean.
5. Forward completed signed application to EH&S/RM for review. Also please forward a copy by e-mail to be used for electronic distribution.
6. EH&S/RM may request additional information or request modifications in a proposed project to address safety and security issues. Satisfactory applications will be forwarded to the University Committee on the Use of Controlled Substances (UCCS) for final review.
7. Applications deemed acceptable by the UCCS will be forwarded with a recommendation for approval to the Vice President for Administration.
8. The University's controlled substances license authorizes a blanket approval for all project work involving Schedule II-V substances. No further approval from the federal DEA is needed for these substances. In projects involving the use of Schedule I substances it will be necessary to contact the DEA for additional approval.