State of Connecticut
Department of Consumer Protection
Drug Control Division
DCP.DrugLaboratories@ct.gov
www.ct.gov/dcp/dcd

CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

Inspection Report for Laboratories with Controlled Substances

Laboratory Name

Inspecting Agent

Inspection Date

Person In Charge

E-mail

Secondary Contact

E-mail

Primary Location

Mailing Address

Phone #

Fax #

Registration #

Drug Enforcement Administration Registration #

Other Individuals Responsible for Controlled Substances

Type of Activity Using Controlled Substances

- ☐ Analytical
- ☐ Research
- ☐ Instruction
- ☐ Clinical
- ☐ Other

Controlled Substances Used

- ☐ Schedule I
- ☐ Schedule II
- ☐ Schedule III
- ☐ Schedule IV
- ☐ Schedule V

Names of Controlled Substances Used

Name of Wholesaler Providing Controlled Substances

Controlled Substance Units (Sec. 21a-262-1(e))

#100 tablets or capsule = 1 unit
1 pint of a liquid = 1 unit
1/8 ounce of a powder, crystal, flake, or granule= 1 unit
1 multiple use vial = 1 unit
10 suppositories = 1 unit
10 single dose ampules, tubexes, dosettes, hyporettes or other single dose package forms for injection whether powder or in solution = 1 unit

Partial containers of controlled substances shall be considered as being full when determining the total quantity of controlled substance stock. Larger package sizes shall be counted according to the number of controlled substance units they contain. Packages sizes less than a full controlled substance unit shall be counted as the fraction of controlled substance unit which the package size contains, i.e. #50 tablets = 0.5 units

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A.STORAGE (21a-262-7)

1. Is the facility storing Schedule I and/or Schedule II controlled substances? (If yes, a safe is required unless the only substance stored is a barbiturate in questions 2) (21a-262-7)

○ Yes ○ No ○ Advised

Comments

2. Is any of the Schedule II stock a barbiturate type of medication solely used for its sedative or anesthetic effect on animals and in a quantity not more than No. 10 Controlled Substance Units? (If yes, the barbiturate may be treated like a Schedule III) (21a-262-7(a))

○ Yes ○ No ○ Advised

Comments

3. Are Schedule III, IV or V Controlled Substances stored separately in an approved safe or separate secure locked location accessible only to the minimum number of specifically authorized personnel essential for efficient operation? (21a-262-7(b))

○ Yes ○ No ○ Advised

Comments

4. Are controlled substances in the process of testing, use or research immediately returned to the required storage location upon completion of each process? (21a-262-7(c))

○ Yes ○ No ○ Advised

Comments

B. SAFE REQUIREMENT (Sec. 21a-262-1)

Is a safe required? (21a-262-4a) ○ Yes ○ No ○ Advised

If no, please skip this section.

Manufacturer	Model #	Serial Number	Weight

1. Does the safe have a minimum of a "B" Burglary rate? (21a-262-1(f)1) ○ Yes ○ No ○ N/A

2. Is the safe equipped with a re-locking device? (21a-262-1(f)2) ○ Yes ○ No ○ N/A

3. Does the safe weigh at least 750 pounds or is it rendered immobile by being securely anchored to a permanent structure of the building? (21a-262-1(f)3) ○ Yes ○ No ○ N/A

Comments

4. Does the safe have adequate interior space to store all controlled substances required to be kept within the safe? (21a-262-1(f)4) ○ Yes ○ No ○ N/A

Comments

C. SECURITY (Sec. 21a-262-2)

1. Does the registrant have other safeguards (i.e. watchman service, full electrical protection of the building, electric alarms, etc.)? (21a-262-2(a)) ○ Yes ○ No ○ Advised

Comments

2. Are all stocks of controlled substances in all schedules in a secure area or location accessible only to specifically authorized personnel? (21a-262-2(b)) ○ Yes ○ No ○ Advised

Comments

3. Are all equipment used for the storage of controlled substances securely locked except for the actual time required to remove or replace needed items? (21a-262-2(c))	○ Yes	○ No	○ Advised	Comments
4. Are locks in good working order with keys removed from them? (21a-262-2(c))	○ Yes	○ No	○ Advised	Comments
5. Are keys accessible to personnel that are not authorized to obtain controlled substances? (21a-262-2(c))	○ Yes	○ No	○ Advised	Comments

D. RECORD KEEPING (21a-254)

Receipt

Schedule I and II

1. Are the records readily available? (21a-254(f))	○ Yes	○ No	○ Advised	Comments
2. Are the forms kept separate from all other records? (21a-254(f))	○ Yes	○ No	○ Advised	Comments
3. Are the order forms kept securely? (CFR 1304.04)	○ Yes	○ No	○ Advised	Comments
4. Have the forms been properly executed? (CFR 1305.12)	○ Yes	○ No	○ Advised	Comments

Schedule III-V

1. Do the receipt records contain the following? (Must have all) (21a-254(f))	☐ Date of Receipt ☐ Name and address of person from whom received ☐ Kind and quantity of controlled substances received			Comments
2. Are the receipt records kept separate from all other records? (21a-249(k))	○ Yes	○ No	○ Advised	Comments

E. DISPOSITION RECORD

1. Are the disposition records readily available?	○ Yes	○ No	○ Advised	Comments
2. Are the disposition records for Schedule I + II and Schedule III-V separately maintained?	○ Yes	○ No	○ Advised	Comments

3. Do the disposition record contain the following: (21a-254(b))

- ☐ Date used
- ☐ Manner of Use
- ☐ Item, Strength, Form Used, Quantity used
- ☐ Identification/Experiment Number
- ☐ Name of Researcher, Analyst, etc.

Comments

F. BIENNIAL INVENTORY (21a-254(h))

1. Was a biennial inventory conducted? ○ Yes ○ No ○ Advised

Comments

2. Is the biennial inventory readily available? ○ Yes ○ No ○ Advised

Comments

3. Was the biennial inventory properly executed?

- ☐ Date Conducted
- ☐ Time of Day Completed
- ☐ Schedule I + II Separate from Schedule III-V
- ☐ Signature
- ☐ Complete Listing

Comments

Other Safeguards/Comments

Drug Control Agent Signature Date

Representative Signature Date