

## Storage and Security

Registrants and authorized agents may only receive and store the minimum amount of controlled substances needed for current research. All controlled substances must be stored in a locked steel cabinet or a locked substantially constructed cabinet. Controlled substances should not be located near a glass panel where they can be visible from the outside.

Registrants and authorized agents using and storing controlled substances must provide effective controls to guard against theft. This includes but is not limited to restricting the number of keys that access the controlled substances and limiting the number of employees who will have access to these keys. Keys for locked cabinets must be kept in secure locations when not in use. If controlled substances are locked using a combination or numerical coded lock, combinations/codes must be changed upon turnover of an employee who has knowledge of the combination/code. In addition to locked access control, only authorized personnel should be permitted to access a university laboratory where controlled substances are used or stored.

Non-laboratory personnel/visitors entering areas where controlled substances are used or stored must always provide identification and a rationale for access. Controlled substances must never remain unlocked or unattended during laboratory maintenance work or other required access by individuals who are not the registrant or authorized agent.

The Office of Environmental Health and Safety will perform annual inspections of laboratory safety and security.

Links:

[Policy on Individual Investigator Use of Controlled Substances in Non-Therapeutic Research](#)

[Controlled Substances FAQs page](#)