Controlled Substance Transfer

Instructions: This form is required for all transfers of controlled substances from one authorized custodian to another. To comply with the University's Controlled Substance Transfer policy, the following conditions and procedures must be completed:

1. Ensure that the recipient of the substance is an authorized custodian with an authorized storage site. Contact the Office of Environmental Health and Safety (530-752-1493) to verify that the recipient is approved.
2. Complete this form. Maintain one copy for your records, send one copy to the authorized recipient, and fax one copy to EH&S (530-752-4527) within 24 hours.
3. Document the transfer in your Controlled Substance Usage Log and maintain this record for three years.

Transfer Date: _____

Transferred From:

Authorized Custodian _____
Department _____
Storage Site (Building/Room)_____

Transferred To:

Authorized Custodian _____
Department _____
Storage Site (Building/Room)_____

Controlled Substance(s) to be Transferred:

Substance	Number of Containers	Amount per Container	Units ml/caps/tablets)	Concentration	NDC Number	Original PO Number

Reason for Transfer of Substance(s):

Signatures:

_____ _____
Transferor Date Department head of transferee Date

_____ _____
Recipient Date EH&S Date