# 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:

<table>
<thead>
<tr>
<th>Substance</th>
<th>Number of Containers</th>
<th>Amount per Container</th>
<th>Units/ml/caps/tablets</th>
<th>Concentration</th>
<th>NDC Number</th>
<th>Original PO Number</th>
</tr>
</thead>
</table>

**Reason for Transfer of Substance(s):**

**Signatures:**

- **Transferor**
  - Date
  - Department head of transferee
  - Date

- **Recipient**
  - Date
  - EH&S
  - Date