

Intra-Institute Controlled Substance Transfer Notification

In accordance with NIH Manual Issuance 1345, controlled substances can be transferred within an IC from one CS Custodian to another. Transfer of a controlled substance requires that the CS Custodian surrendering the drug complete and submit a copy of this form to the NIH Controlled Substance Officer (Fax (301) 480-0088). Telephone the DVR Pharmacy at ((301) 435-2780) to confirm the receipt of the fax. The original shall be kept by the surrendering CS Custodian as documentation of the transfer. At the time of transfer, the

surrendering Custodian shall make a line entry on the "Controlled Substance Record for Nonhuman Use" (Form NIH 2765-2) accompanying the drug that states: (a) his/her signature; (b) the date of transfer; (c) the lock box number from which the drug is being transferred; and (d) the current balance (which equals the "Quantity Transferred" on this form). The line entry is then signed by the CS Custodian receiving the controlled substance.

Name of IC

Transferred from: *(Lock box number)*

Transferred to: *(Lock box number)*

Description of controlled substance transfer:

Generic name

Strength

Form

Size

Quantity transferred

Control number

Date and time transferred

Transfer **approved by:** *(Printed name of IC CSPS)*

IC CSPS's signature and date

Controlled substance **surrendered by:** *(Printed name of CS Custodian)*

CS Custodian's signature and date

Controlled Substance **received by:** *(Printed name of CS Custodian)*

CS Custodian's signature and date

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