

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER AT DALLAS
Environmental Health and Safety
CONTROLLED SUBSTANCES
EMPLOYEE SCREENING FORM

Research faculty and staff approved to have access to controlled substances must submit the following signed statement and return to Traci Bates EH&S Mail Code 9053.

User Name:		Person #:	
	Last First M.I		
Mail Code:	Phone: (____) _____	Principal Investigator (PI):	_____

A. Within the past five years, have you been convicted of a felony, or within the past two years, of any misdemeanor or are you presently formally charged with committing a criminal offense? (Do not include any traffic violations, juvenile offenses or military convictions, except by general court-martial).

- NO
 YES (If yes, provide details as attachment)

B. Within the past three years, have you ever knowingly used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician?

- NO
 YES (If yes, please provide details)

In addition, "I authorize UT Southwestern Medical Center at Dallas to make inquiries of courts and law enforcement agencies for possible pending charges or convictions I may have".

Employee Responsibility to Report Drug Diversions (21 CFR, Part 1301.91)

"Reports of drug diversion by fellow employees is not only a necessary part of an overall employee security program but also serves the public interest at large. It is, therefore, the position of DEA that an employee who has knowledge of drug diversion from his employer by a fellow employee has an obligation to report such information to a responsible security official of the employer. The employer shall treat such information as confidential and shall take all reasonable steps to protect the confidentiality of the information and the identity of the employee furnishing information. A failure to report information of drug diversion will be considered in determining the feasibility of continuing to allow an employee to work in a drug security area."

At UT Southwestern all such reports can be made confidentially to the Director of the Office of Environmental Health and Safety or the Controlled Substance Officer (214) 648-2250 who will inform the appropriate campus officials and initiate an investigation of the allegations.

Illicit Activities by Employees (21 CFR, Part 1301.92)

"It is the position of DEA that employees who possess, sell, use or divert controlled substances will subject themselves not only to State or Federal prosecution for any illicit activity, but shall also immediately become the subject of independent action regarding their continued employment. The employer will assess the seriousness of the employee's violation, the position of responsibility held by the employee, past record of employment, etc., in determining whether to suspend, transfer, terminate or take other action against the employee."

I certify the accuracy of the above information and that I have read, understood, and agree with the above statements.

User signature: _____ Date: _____

PI signature: _____ Date: _____