

Security Assessment



Controlled Substance Security — Keeping Controlled Substances Under Control

Purpose: Evaluate your practice's physical and procedural security for controlled substances. Complete annually or after security changes.

Rating: 1 = Poor/None | 2 = Minimal | 3 = Adequate | 4 = Good | 5 = Excellent

Practice: _____ **Date:** _____

Completed By: _____ **Title:** _____

1. PHYSICAL SECURITY — STORAGE

1.1 Cabinet/Safe Construction

Substantially constructed, locked cabinet or safe with appropriate gauge metal and locking mechanism.

1 2 3 4 5

Notes: _____

1.2 Lock Quality & Maintenance

High-quality, functioning lock. Combinations changed when staff departs.

1 2 3 4 5

Notes: _____

1.3 Storage Location

Limited public access, away from entrances, not visible from public areas.

1 2 3 4 5

Notes: _____

1.4 Environmental Controls

Appropriate temp/humidity. Protected from water, fire, environmental hazards.

1 2 3 4 5

Notes: _____

2. ACCESS CONTROL

2.1 Key/Combination Management

Limited authorized personnel. Key control log maintained. Combos changed regularly.

1 2 3 4 5

People with access: _____ Last combo change: _____

2.2 Authorization Documentation

Written list of authorized personnel, current and updated with staff changes.

1 2 3 4 5

Notes: _____

2.3 Supervision During Access

CS access supervised/witnessed. Two-person protocol for Schedule II.

1 2 3 4 5

Notes: _____

2.4 After-Hours Security

Alarm system, building locks, surveillance when practice is closed.

1 2 3 4 5

Notes: _____

3. EMPLOYEE SCREENING & TRAINING

3.1 Pre-Employment Screening

Background checks for all CS-access employees. References verified.

1 2 3 4 5

Notes: _____

3.2 Initial Security Training

Comprehensive training on CS policies, handling, and security protocols.

1 2 3 4 5

Notes: _____

3.3 Ongoing Training

Annual refresher. Staff aware of diversion signs and reporting procedures.

1 2 3 4 5

Notes: _____

4. SURVEILLANCE & MONITORING

4.1 Video Surveillance

Cameras covering CS storage. Recordings retained for adequate period.

1 2 3 4 5

Retention: _____ Last check: _____

4.2 Inventory Audits

Weekly minimum physical counts. Discrepancies investigated immediately.

1 2 3 4 5

Frequency: _____ Last audit: _____

4.3 Log Review Process

Supervisor reviews logs regularly for accuracy and suspicious patterns.

1 2 3 4 5

Notes: _____

5. INCIDENT RESPONSE

5.1 Theft/Loss Protocol

Written protocol. Staff trained on DEA reporting (1 business day).

1 2 3 4 5

Notes: _____

5.2 Diversion Investigation

Documented procedure. Clear chain of command for reporting concerns.

1 2 3 4 5

Notes: _____

5.3 Corrective Actions

Incidents documented. Root cause analysis for recurring issues.

1
 2
 3
 4
 5

Notes: _____

SCORE SUMMARY	
1. Physical Security	_____ / 20
2. Access Control	_____ / 20
3. Screening & Training	_____ / 15
4. Surveillance	_____ / 15
5. Incident Response	_____ / 15
TOTAL	_____ / 85

Score	Level	Action
75-85	Excellent	Maintain practices. Continue audits.
60-74	Good	Address items scored 3 or below.
45-59	Adequate	Prioritize items below 3. More audits.
30-44	Minimal	URGENT: Fix all items below 3.
<30	Critical	Halt ops. Consult DEA resources.

Top 3 Priorities:

1. _____ Target: _____

2. _____ Target: _____

3. _____ Target: _____

Completed By: _____ **Date:** _____

Reviewed By (Owner/Manager): _____

Date: _____

Reassess: Annually, or after security incident, facility modification, key staff departure, or DEA/state inspection.

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