

**University of California, Berkeley**  
**Controlled Substances Program Background Check - Disclosure Form**

This form is to be completed by each individual requesting approval to handle controlled substances at the University of California, Berkeley:

User: \_\_\_\_\_ Email: \_\_\_\_\_  
Last, First, M.I.

Phone: (\_\_\_\_) \_\_\_\_\_ Principal Investigator: \_\_\_\_\_

Position (circle one): Faculty    Postdoc    Staff    Graduate Student    Undergraduate Student  
Other: \_\_\_\_\_

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).

**Yes – provide details**

**No**

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

**Yes – provide details**

**No**

My answers above notwithstanding, ***“I authorize UC Berkeley to make inquiries of courts and law enforcement agencies for possible pending charges and/or past convictions I may have. I consent to release of my name and any other personal information that may be required by DEA.”***

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

*The DEA requires 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 reasonable steps to protect the confidentiality of the information and the identity of the employee furnishing the 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 UC Berkeley all such reports can be made confidentially to Director of the Office of Environmental Health and Safety, (643-8676), who will inform the appropriate Campus Officials and initiate an investigation on the allegations.*

**Illicit Activities by Employees (21 CFR, Part 1301.91)**

*It is the position of the 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 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. I understand that by my signature below I am waiving any protection under the Federal Educational Rights and Privacy Act that could be applicable with regard to the personal information described herein.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Employee #: \_\_\_\_\_