

Found Substance Report

Complete this form, attach to the found substance, and place in the bottom drawer of the filing cabinet. Date found: _____ Time: _____ Person who located or turned in: _____ Person completing this form (if different from above): Other relevant information that should be noted: For Management Use Only ☐ Photograph taken ☐ Placed in Deterra disposal bag ☐ Put in trash Date: ______ Time: _____

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