Controlled Substance Usage Log

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Environmental, Health & Safety
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Principal Investigator: Dept:

Usage is tracked on a per dose (use) basis and the log balance must match the physical balance at all times. Complete one log sheet for each container. Record total quantity to the nearest metric unit weight or the total number of units finished form.

Product:	Purchase Order:	Container ID:
Substance:	Container Type:	Finished Form:
Schedule:	DEA Reg:	Strength:
Storage Location:		Initial Amount:

Date	Amount Dispensed	Remaining Balance	Person Dispensing Substance (Print Name)	Reason for Use/Animal Protocol/Species

- Keep log in the controlled substance drawer.
- Retain for 3 years from the date of transfer to EH&S for disposal or the date of complete use. Retain until: _____
- Contact EH&S for instructions if the controlled substance remaining is no longer needed.
- Send copy of log sheet to EH&S when the controlled substance has been used up. Deface the label and discard in trash.
- Breakage must be initialed by the individual responsible and co-signed by the PI.
- Report log discrepancies, suspected misuse, or theft to the EH&S Controlled Substance Program Manager immediately.

Check one when the CS is transferred or when the CS is completely used up. Submit a copy of the log sheet to EH&S.			
☐ CS was transferred to EH&S for disposal.	EH&S Initials:	Disposal #:	Date:
☐ CS was completely used up.	Empty container disposed of by:		Date:

Product: Container ID:

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