

Controlled Substance Use Log

Complete a log sheet for each container of Controlled Substance. If the material is diluted, start a new log form to track usage of each new container and use the original container's log or serial # and original bottle # assigned by the laboratory.

Principal Investigator	Building:	Room
Drug Name:	Lot or Serial Number:	Amount Received:
Expiration Date:	Strength:	Form:
		<input type="checkbox"/> Liquid <input type="checkbox"/> Powder
Date Received:	Unique Container Number:	Date/time disposed (if applicable)

When content has been consumed, forward a copy of the completed controlled substance use log to EHS, 262 Alexander Street

Date	Amount removed (ml, mg, etc.)		Amount Remaining in Vial (ml, mg etc.)	Protocols, Species and/or identification of usage	Name of Person Withdrawing Medication	
	Used	Loss ¹			(Printed Name)	Initials

¹Material drawn up for dosing that was not used or could not be fully extracted; e.g., syringe hub loss.

*Medication that has been drawn up and not administered should be labeled as DEA Waste – Do Not Use, and secured in the lab's controlled substance lock box until it can be properly disposed of by Environmental Health and Safety.

Receiving Information

Purchase Order:	Requisition:	Vendor:
Comments:		

For EHS use: Vial removed from DEA Inventory on _____ by _____.

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