## CONTROLLED SUBSTANCE USAGE LOG

- 1. One log form must be completed for each container of controlled substance. If the controlled substance is converted or diluted, start a new log form to track the usage of the dilution; reference the original container's lot or serial # and original bottle #.
- 2. Authorized users must track controlled substance usage on a per dose (use) basis. Record total quantity of the controlled substance to the nearest metric unit weight/volume or the total number of units finished form.
- 3. Bulk form controlled substances may be dispensed to authorized users for a single day. Unused bulk form controlled substances must be returned to the DEA registrant at the end of each day.

## **DEA Registrant**:

Building Name and Room Number:	Form (Bulk or Finished):
Name of Controlled Substance:	Container Amount:
Lot or Serial #:	<u>Strength</u> :
Original Bottle #:	Date Received:
Unique Bottle # Assigned by DEA Registrant: *	Date Returned:

## **Expiration Date:**

Date Remainder was Disposed:

Date	Protocol #	Amount Removed (in mls, tablets, etc.)	Amount Remaining (in mls, tablets, etc.)	Administered to: **	Name of Authorized User (print)	Authorized User Initials

\*This information is a unique number added to the controlled substance bottle in some labs. This is not required. \*\*Number of animals and species (i.e., 5 mice) or describe other administration.

DEA Registrant Signature: \_\_\_\_\_

Date:

Instructions: Retain log form in registrant's records for two years from the date of the last activity on the form. If any questions, email: controlsub@vcu.edu.

## CONTROLLED SUBSTANCE WASTAGE RECORD

Date	Reason for Waste	Amount Wasted	Wasted By (Print)	Witnessed By (Print & Initial)

Instructions: Retain wastage record in registrant's records for two years from the date of the last activity on the wastage record. If any questions, email: controlsub@vcu.edu.