CONTROLLED SUBSTANCE USAGE LOG

1. One log sheet must be completed for each container of Controlled Substance. If the material is converted or diluted, start a new log form to track that usage; reference the original container's lot or serial # and original bottle #.
2. Controlled Substance usage must be tracked on a per dose (use) basis and only by an Authorized User. Record total quantity of the substance to the nearest metric unit weight/volume or the total number of units finished form.
3. Controlled Substances Dispensed in Bulk Form must be returned to the DEA Registrant inventory daily.

DEA Registrant:		Building:	Room:
Drug Name:		Lot or Serial #:	Container Amount:
Expiration Date:		Strength:	Form: Bulk* Finished (Circle One)
Date Received:	Date Returned: *	Unique Bottle Number assigned by DEA Registrant*:	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)	**Initial**

**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: Registrant should maintain completed form in his/her records for at least two years from the date of the last transaction.

CONTROLLED SUBSTANCE WASTAGE RECORD

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