

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.
4. 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.

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| DEA Registrant | Building Name and Room Number |
| Name of Controlled Substance | Form (Bulk or Finished) |
| Lot or Serial # | Original Bottle # |
| Container Amount | Strength |
| Date Received | Date Returned |
| Expiration Date | Date Remainder was Disposed |
| Unique Bottle # Assigned by DEA Registrant¹ | |

¹ This information is a unique number added to the controlled substance bottle in some labs. This is not required.

| Date | Protocol | Amount Removed (in mls, tablets, etc.) | Amount Remaining (in mls, tablets, etc.) | Administered To ² : | Wastage (Yes/No) ³ | Name of Authorized User (print) | Authorized User Initials |
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| DEA Registrant Signature | Date |
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² Number of animals and species (e.g., 5 mice) or describe other administration.

³ If yes, there must be a corresponding line completed in the Controlled Substance Wastage Record

CONTROLLED SUBSTANCE WASTAGE RECORD

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