Controlled Substance Usage Log

Environmental Health & Safety

Principal Investigator:	Dilution Date: Expiration Date:
CS Name:	Diluted from: Lot #
Amount/container (e.g., 100 mg, 10 ml):	Concentration: (e.g., 10 mg/ml):

Container ID:_____ **Each container must have an individual log sheet.**

Date	Amount Used	Amount Remaining	User's Printed Name and Signature	Reason for Use/ Animal Protocol # /Comments

CS transferred to Student Pharmacy disposal? Y ☐ N☐ If Yes: CSH Initials _____ Date _____Disposal #: _____

CS is completely used? Y☐ N☐ If Yes: Empty bottle disposed by: _____ Date _____

- This log must be kept in the controlled substance storage drawer or safe. The log balance must match the physical balance of CS at all times.
- This log must be retained in the lab for 3 years from either the date of disposal or date of complete use:
- Any log discrepancies, suspected mis-use, or theft of controlled substance must be reported to EH&S immediately.
- When this controlled substance is completely used, deface label(s) and discard as regular trash.
- Any breakage or loss of materials must be recorded and initialed by the individual responsible and co-signed by a witness to the loss.

Controlled Substance Usage Log (Continuation Sheet)

Container ID:_____

Date	Amount Used	Amount Remaining	User's Printed Name and Signature	Reason for Use/ Animal Protocol # /Comments