

Controlled Substance Usage Log

Environmental Health & Safety, UCSC

Principal Investigator:	Date Received:	Expiration Date:
CS Name:	PO	Lot#
Amount/container (100 mg, 5 ml):	Concentration: (mg/ml):	

Container ID _____

Date	Dilution ID	Amount used	Amount Remaining	Conc. / Vial	User's Printed Name and Signature	Reason for Use/ Animal Protocol #/ Comments

*****See Individual Dilution Log Sheets*****

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 misuse, 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)

Date	Dilution ID	Amount used	Amount Remaining	Conc. / Vial	User's Printed Name and Signature	Reason for Use/ Animal Protocol #/ Comments