

# 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 |
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**\*\*\*See Individual Dilution Log Sheets\*\*\***

CS transferred to Vivarium disposal? Y ☐ N ☐ If Yes: 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 #/<br>Comments |
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