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:	Building:		Room:	
Drug Name: Expiration Date:				Lot or Serial #: Strength:		Container Amount: Form: Bulk* Finished (Circle One)		
								Date Received:
Date	Protocol#	Amount Removed (in mls, tablets, etc)	Amount Remaining (in mls, tablets, etc.)	Administered to:**	Name of Au	Ithorized User (print)	Initia	
				rolled substance bottl ibe other administrat		. This is not required		
	int 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)