**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.

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| --- | --- | --- | --- |
| DEA Registrant: | | Building: | Room: |
| Drug Name: | | Lot or Serial #: | Container Amount: |
| Expiration Date: | | Strength: | Form: Bulk\* Finished  (Circle One) |
| Date Received: | Date Returned: \* | Unique Bottle Number assigned by DEA Registrant\*: | Date Remainder was Disposed: |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Protocol#** | **Amount Removed** (in mls, tablets, etc) | **Amount Remaining** (in mls, tablets, etc.) | **Administered to:\*\*** | **Name of Authorized User** (print) | **Initial** |
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*\*This information is a unique number added to the controlled substance bottle in some labs. This is not required.*

*\*\*Number of Animals and Species, i.e., (5 mice) or describe other administration.*

DEA Registrant 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)** |
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