



University of Alabama at Birmingham
 Occupational Health and Safety
 Controlled Substances Program
 Phone: (205) 934-2487
 Fax: (205) 934-7487

Controlled Substance Usage Log

Principal Investigator: _____ Department: _____ CSUA# _____

Usage is tracked on a per dose (use) basis and the log balance must match the physical balance at all times. Complete one log sheet for each container. Record total quantity to the nearest metric unit weight or the total number of units finished form. Make additional copies of this form if needed.

Product: _____ Expiration Date: _____ Container ID: _____
 Substance: _____ Schedule _____ Container Type: _____ Finished Form: _____
 Strength _____ Initial Amount: _____ on Date _____

Date	Amount removed		Amount Remaining	Person Dispensing (Print)	Signature	Reason for Use/Protocols/Species
	Used	Loss ¹				

¹Material drawn up for dosing that was not used or could not be fully extracted; e.g., syringe hub loss of 0.1ml must be deducted each time

- Keep log in the controlled substance storage drawer or safe.
- Retain for 2 years from the date of transfer to OH&S for disposal or the date of complete use. Retain until: _____
- Contact Controlled Substances Manager for instructions if the controlled substance remaining is no longer needed.
- Send copy of log sheet to OH&S when the controlled substance has been used up. Deface the label and discard in trash.
- Report log discrepancies, suspected misuse, or theft to the OH&S Controlled Substances Program Manager immediately.
- Breakage must be initialed by the individual responsible and co-signed by another authorized user or the PI.

Check one when the CS is transferred or when the CS is completely used up. Submit a copy of the log sheet to OH&S.		
<input type="checkbox"/> CS was transferred to OH&S for disposal.	OH&S initials: _____	Disposal #: _____ Date: _____
<input type="checkbox"/> CS was completely used up.	Empty container disposed of by: _____	Date: _____