



Controlled Substance Usage Log

Principal Investigator: Collum Department: Office & Asst VP OH&SUA# 110

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: 1-21-13 Container ID: 01-22222 DS01
Substance: Ketamine, Injecton Schedule III Container Type: vial Finished Form: liquid
Strength: 10 mg/ml Initial Amount: 10 ml on Date 1-3-13

Date	Amount Dispensed	Remaining Balance	Person Dispensing (Print)	Signature	Reason for Use / Animal Protocol / Species
1-3-13	1.1 ml	8.9 ml	Judy McBride	Judy McBride	Anesthesia, APN12345, rat
1-3-13	3.1 ml	5.8 ml	Judy McBride	Judy McBride	Anesthesia, APN12345, 3 rats
1-5-13	1.1 ml	4.7 ml	Judy McBride	Judy McBride	Anesthesia, APN12345, rat
1-6-13	4.7 ml	0.0 ml	Judy McBride	Judy McBride	Anesthesia, APN12345, 5 rats

- 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: 1-6-15
- 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 initiated 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.

CS was transferred to OH&S for disposal. OH&S initials: _____ Disposal #: _____ Date: _____

CS was completely used up. Empty container disposed of by: Judy McBride Date: 1-6-13