



## **APPENDIX D** **CONTROLLED SUBSTANCES USAGE LOG**

### **Instructions for Completing the "Controlled Substances Usage Log"**

1. A Usage Log must be completed **for each individual container** of Controlled Substance (CS) that is stored in the safe. Every new container of CS dilution/solution that is created from a manufacturer labeled bottle and stored in the safe must have a new Usage Log generated that is specific to the new container. Dilutions/solutions used up on the same day they were created do not require a Usage Log.
2. For original manufacturer labeled bottles, transfer information from the New Purchase and Receipt Inventory Log (Appendix C) to Table A of this form and subsequently fill out Table B. If the purpose of use is to prepare a dilution/solution that will not be used up completely on the day it was prepared, the material removed from the original bottle for the dilution/solution must be documented in Table B of the Usage Log of the original bottle, as well as a new Usage Log created for the new container of dilution/solution. For new containers, list the new serial number as created in Instruction #3 (below) in the "Purpose for Use" section of Table B on the original bottle Usage Log.
3. For dilutions/solutions that are prepared for a research protocol but are not used up completely on the day they are prepared and subsequently are stored in the safe, must have a new Usage Log created for each container of dilution/solution. For dilutions/solutions, create a serial number using the day and number of container for each dilution/solution prepared (e.g., the first container of solution prepared on June 17, 2022 would be 061722-01).
4. On the new Usage Log created for the new container of dilution/solution, list the mixture/recipe in the "Recipe/Solution/Mixture or other notes" box in Table A, as well as the per unit concentration in the "Concentration" box in Table A.
5. In the "Purpose for Use" section of Table B, indicate the reason for use (anesthesia, euthanasia, etc.) and if for animal work, the number of animals involved.
6. In the "Total Amount Removed" section of Table B, denote the total amount of material removed from the container.
7. Controlled Substance usage must be tracked on a per dose (use) basis if equal doses are not applied to all animal subjects. Usage can only be documented by an Authorized User. Record the total quantity of the substance to the nearest metric unit weight/volume or the total number of units in finished form.
8. For Schedule 1 & 2 CS, use two rows for each use occurrence to include: A) both the amount of CS removed and amount remaining, and B) the weight of container before and after CS removal.

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Responsible Officer/Title: RLSS/Chemical Hygiene Officer

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## APPENDIX D

### CONTROLLED SUBSTANCES USAGE LOG (Page \_\_\_ of \_\_\_)

DEA Registrant: \_\_\_\_\_ DEA Registration #: \_\_\_\_\_

**Table A.**

Controlled Substance Name:	Lot/Serial #:	Recipe/Solution/Mixture or other notes:
Concentration (with units):	Form (powder, solution, etc.):	
Container Size:	Vial/Bottle Number _____ of _____ vials/bottles	
Expiration Date:	Date container was finished or destroyed/disposed:	

**Table B.**

	Date	IACUC/Research Protocol #	Purpose for Use (e.g., anesthesia, disposal, etc. If used on animals, indicate number of animals as well.)	Total Amount Removed (in ml, grams, tablets, etc.)	Amount Remaining (in ml, grams, tablets, etc.)	Signature of Authorized User dispensing CS
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						



# Research

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	Date	IACUC/Research Protocol #	Purpose for Use (e.g., anesthesia, disposal, etc. If used on animals, indicate number of animals as well.)	Total Amount Removed (in ml, grams, tablets, etc.)	Amount Remaining (in ml, grams, tablets, etc.)	Signature of Authorized User dispensing CS
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

For Schedule 1 & 2 CS, use two rows for each use occurrence to include: A) both the amount of CS removed and amount remaining, and B) the weight of container before and after CS removal.

*Print double sided when possible. If additional lines/rows are required for documenting usage, print this page again and amend the numbers to correspond to usage.*

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