

# UCSB Controlled Substance Usage Log

## Environment, Health & Safety

**Complete one log sheet for each container of controlled substance. Controlled substance usage must be tracked on a per dose (use) basis. Record total quantity of the substance to the nearest metric unit weight or the total number of units finished form.**

Drug name: \_\_\_\_\_ Schedule#: \_\_\_\_\_ (I-V) CS storage location: \_\_\_\_\_

Finished form: \_\_\_\_\_ (eg: tablet, powder, liquid) Strength: \_\_\_\_\_ (eg: 10mg/mL) Container type: \_\_\_\_\_ (glass, plastic)

Principal Investigator name: \_\_\_\_\_ Acquired under Reg #: \_\_\_\_\_ PO#: \_\_\_\_\_

Date added to PI inventory: \_\_\_\_\_ Department: \_\_\_\_\_ Container ID#: \_\_\_\_\_

Date	Amount Received	Amount Used	Balance (unit)	Dispenser's Printed Name	Reason for Use/ Animal Protocol #/ Species
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CS transferred for disposal? Y  N  If Yes: Date \_\_\_\_\_ Disposal #: \_\_\_\_\_

CS is completely used up? Y  N  If Yes, bottle disposed by: \_\_\_\_\_ Date \_\_\_\_\_

- This log must be kept in the controlled substance storage drawer or safe. The log balance must match the physical balance of CS at all times.
- This log must be retained in the lab for 3 years from either the date of disposal or date of complete use: **Retain until:** \_\_\_\_\_
- Any log discrepancies, suspected misuse, or theft of controlled substance must be reported to EH&S Controlled Substances Program Manager immediately.
- For questions regarding CS disposal call EH&S at 805-893-8787
- Any breakage of containers must be initialed by the individual responsible for breakage and co-signed by the PI.

