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| --- | --- | --- |
| Registrant: | | |
| Registrant Address: | | |
| Controlled Substance: | | |
| Lot or Serial #: | DEA Schedule: | Date Received: |
| Expiration Date: | Date Disposed: | |
| Container Amount: | Container ID # (assigned by lab) | Container type (glass, plastic, etc): |
| Concentration: | Form (tablet, powder, etc.): | |
| Storage Location: |  |  |

*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.*

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| --- | --- | --- | --- | --- | --- |
| Date | Amount Received | Amount Used | Balance (unit) | Dispenser’s Printed Name | Reason for Use/ Animal Protocol #/ Species |
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| Date | Amount Received | Amount Used | Balance (unit) | Dispenser’s Printed Name | Reason for Use/ Animal Protocol #/ Species |
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* This log must be kept in the controlled substance storage drawer or safe. The log balance must match the physical balance 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 the TCU Police immediately.
* When this controlled substance is no longer needed, call Risk Management for disposal instructions.
* When this controlled substance is completely used up, deface label and throw away in regular trash.
* Any breakage of containers must be initialed by the individual responsible for breakage and co-signed by the PI.
* Reference: 21 CFR §1304.11, Inventory Requirements, and §1304.21, Continuous Records