CONTROLLED SUBSTANCE CURRENT USE LOG



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

Drug Name:	CS Storage Location:	Finished Form (e.g.: tablet, powder, liquid)	
Strength (e.g.: 10mg/L)	Container Type (glass, plastic)	Registrant's Name	
Department:	DEA Registration No	Date added to Inventory:	

Date	Amount Received	Amount Used	Remaining Balance (unit)	Printed Name of Person who Dispensed/Administered Drug	Reason for Use/Protocol #/Species (if applicable)

- This log must be kept in the controlled substance storage container. The log balance must match the physical balance of CS at all times.
- Any log discrepancies, or other circumstances that indicate significant loss or theft of controlled substance must promptly be reported to VUPD, DEA Field Office, and Reported through the Origami Incident Reporting System.
- When this controlled substance is no longer needed, use a reverse distributor for disposal.
- When this controlled substance is completely used up, retain this log in your records for three years, deface empty container label and throw in regulartrash.