## Controlled Substance Usage Log

Principal Investigator: Collum  
Department: Office of the VP of OH&S

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

Substance: Ketamine Injection  
Schedule II  
Container Type: 5 ml  
Finished Form: Liquid

Strength: 10 mg/ml  
Initial Amount: 10 ml

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount Dispensed</th>
<th>Remaining Balance</th>
<th>Person Dispensing (Print)</th>
<th>Signature</th>
<th>Reason for Use / Animal Protocol / Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3-13</td>
<td>1 ml</td>
<td>8.9 ml</td>
<td>Judy McBride</td>
<td>McBride</td>
<td>Anesthesia, AM12345, rat</td>
</tr>
<tr>
<td>1-3-13</td>
<td>3 ml</td>
<td>5.8 ml</td>
<td>Judy McBride</td>
<td>McBride</td>
<td>Anesthesia, AM12345, 3 rats</td>
</tr>
<tr>
<td>1-5-13</td>
<td>1.1 ml</td>
<td>4.7 ml</td>
<td>Judy McBride</td>
<td>McBride</td>
<td>Anesthesia, AM12345, rat</td>
</tr>
<tr>
<td>1-6-13</td>
<td>4.7 ml</td>
<td>0.0 ml</td>
<td>Judy McBride</td>
<td>McBride</td>
<td>Anesthesia, AM12345, rats</td>
</tr>
</tbody>
</table>

- 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 initialed by the individual responsible and co-signed by another authorized user or the PI.

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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:  

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