

Web Usage Logs

1. Log in to the CSUA web application

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM [Log Out](#)

Department of Occupational Health & Safety **Controlled Substance Use Authorization (CSUA)**

System Login Page

Enter your BlazerID and strong password to log in

Enter your Blazer ID

Enter your strong password

Submit

click a button below to view the associated list

Personnel Protocols Storage Location **Dispensing/Use** Stock Materials Inventory

Controlled Substance Use Log Items								+ Add New Use
UAB #	Use Date	Used By	Substance Name	Description	Used	Hub Loss	Total Used	

click to display your CSUA summary for printing and retention

My Summary

2. Click on the 'Dispensing/Use' tab
3. Then click on 'Add new use'

USE DATE (MM/DD/YYYY)

Select the Substance

Select the Use Type

Submit

4. Enter the use date

USE DATE (MM/DD/YYYY)

Select the Substance

Select the Use Type

Submit

Web Usage Log, Web Dilution Log and Disposal Requests Job Aid

5. Select the container that was used

USE DATE (MM/DD/YYYY)
Select the Substance
Select the Use Type

- ✓ Select Description
- ADMINISTRATION
- DILUTION
- WASTED
- DISPOSAL REQUEST

6. Select 'Administration'

7. Then click 'Submit'

CONTROLLED SUBSTANCE DISPENSING/USE LOG ENTRY FORM

Stock Substance Selected 01-1111111 - Ketamine Injection, 100 mg/ml, 10 ml
Use Type Administration
APN/Protocols
Amount of Substance Used ml
Calculate Hub Loss?
of needle changes

8. Enter the APN associated with the controlled substance

9. Enter the amount used

10. Choose 'Yes' to calculate hub loss and enter the number of needle changes

11. Choose 'No' if there were no needle changes

12. Click 'Submit'

click a button below to view the associated list



Controlled Substance In Stock Materials

UAB #	Substance Name	Physical Form	Concentration	Original Volume	Amount Remaining	Expires	Disposal Date
01-1111111	Ketamine Injection, 100 mg/ml, 10 ml	Liquid	100 mg/ml	10 ml	9 ml	00/00/00	00/00/00

13. Now, you will see what was just entered.

Dilutions

USE DATE (MM/DD/YYYY)

Select the Substance

Select the Use Type

1. To add a dilution, click on the 'Dispensing/Use' tab
2. Click on 'Add New Use'
3. Enter the 'Use date' and select 'Dilution'

CONTROLLED SUBSTANCE DISPENSING/USE LOG ENTRY FORM

Stock Substance Selected 01-1111111 - Ketamine Injection, 100 mg/ml, 10 ml

Use Type Dilution

Amount of Substance Used ml

Calculate Hub Loss?

of needle changes?

Final Volume of Dilution ml

4. Enter the 'Amount of substance used'
5. Select 'Yes' or 'No' for hub loss
6. Enter the final volume of the dilution
7. Click 'Submit'



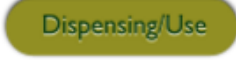

01-1111111	Ketamine Injection, 100 mg/ml, 10 ml	Liquid	100 mg/ml	10 ml	1 ml	00/00/00	00/00/00
01-1111111DS01	Ketamine Injection, 5mg/ml	Liquid	5 mg/ml	N/A	4 ml	3/12/2016	00/00/00

click to display your CSUA summary for printing and retention

[My Summary](#)


8. Click on the 'Stock Materials' tab. You will see the list of containers in stock. The '01-1111111DS01' represents the dilution that was just entered in the previous step. A second dilution would end is DS02, etc.

Disposal Requests

				+ Add New Use
Substance Name	Description	Used	Hub Loss	Total Used
Ketamine Injection, 100 mg/ml, 10 ml	Dilution	0.2 ml	0 ml	0.2 ml
Ketamine Injection, 100 mg/ml, 10 ml	Administration	0.5 ml	0 ml	0.5 ml

CSUA summary for printing and retention



1. For disposal, click on the 'Dispensing/Use' tab.
2. Click on 'Add New Use'

USE DATE (MM/DD/YYYY)

Select the Substance

Select the Use Type

3. In the drop down menu, select the container you want disposed and then select 'Disposal Request'
4. Click 'Submit'
5. Please contact OH&S to set an appointment for waste drop-off.