

# Controlled Substances Program Form 4



## 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: \_\_\_\_\_ Schedule Invoice No: \_\_\_\_\_ CS Storage Location: \_\_\_\_\_

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

Registrant's Name: \_\_\_\_\_ Department: \_\_\_\_\_ DEA Registration No. \_\_\_\_\_

Registration Location: \_\_\_\_\_

Tracking No: \_\_\_\_\_ Date Added to Inventory: \_\_\_\_\_

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

Log continued onto attached page?  Y  N

- 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 EHSO, ORC, DEA/GDNA; see Form 5 for reporting instructions.
- 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 regular trash.