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: __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount Received</th>
<th>Amount Used</th>
<th>Balance (unit)</th>
<th>Printed Name of Person who Dispensed/Administered Drug</th>
<th>Reason for Use/Protocol #/Species (if applicable)</th>
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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.