**CONTROLLED SUBSTANCE USAGE LOG**

**INSTRUCTIONS:**

1. One log sheet must be completed for each container of a controlled substance. If the material is converted or diluted, start a new log for to track that usage, referencing the original container’s lot or serial number, and original bottle number.

2. Controlled substance usage must be tracked on a per dose (use) basis and only by an Authorized User. Record total quantity of the substance to the nearest metric unit weight/volume or the total number of units in finished form.

3. Controlled substances dispensed in bulk form must be returned to the DEA Registrant inventory on a daily basis.

4. Maintain this completed form for at least two years from the date of last entry.

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| **DEA INFORMATION** |
| **DEA Registrant:**       | **Building:**       | **Room:**       |
| **Drug Name:**       | **Lot/Serial #:**       | **Container Amount:**       |
| **Expiration Date:**       | **Strength:**       | **Form:** [ ]  Bulk\* **[ ]** Finished |
| **Date Received:**       | **Date Returned:**       | **Unique Bottle # (Assigned by DEA Registrant)1:**       | **Date Remainder was Disposed of:**       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Protocol #** | **Amount Removed (mls, tablets, etc.)** | **Amount Remaining (mls, tablets, etc.)** | **Administered to2:** | **Authorized User (Print)** | **Authorized User (Initial)** |
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**CONTROLLED SUBSTANCE WASTAGE RECORD**

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| **Date** | **Reason for Waste** | **Amount Wasted** | **Wasted by (Print)** | **Witnessed by (Print/Initial)** |
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