

Controlled Substances (II-V) Usage Log for Research

One log sheet must be completed for each container of Controlled Substances

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|---|------|--------------------------------------|---------------------------|--------------------------------|---|-------------------------------|
| Top grey section generated by EH&S prior to pick-up by authorized personnel | | PI's Name: | | CSUA# : | Date Received: | Drug Name – Schedule # (II-V) |
| Unique Bottle ID #: | | Container Amount i.e 100 mg, 100 mL: | | | Lot or Serial #: | Expiration Date: |
| | Date | In Vitro/ IACUC Protocol # | Authorized Personnel Name | Authorized Personnel Signature | Amount removed (units) from Original Vial i.e 100 mg, 100 mL | Balance (units) |
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If this controlled substance is no longer needed, submit pick-up request www.ehs.uci.edu/ controlled substance.

- You must keep the original log sheet(s) in your files for 3 years either from the date of disposal or date of complete use: **Retain until:** _____
- When this controlled substance is completely used up, request disposal of empty bottles at <https://ehs.uci.edu/programs/occhlth/controlled-substances.html> and have copies of the log sheet available.
- All controlled substances and usage log sheets must be kept adequately secured in approved area by EH&S
- Any log discrepancies, suspected misuse or theft of controlled substances must be reported immediately to EH&S 949-824-6200.
- Ensure Schedule II controlled substance inventory and records are maintained separately from Schedule III – V controlled substances.
- **Ensure record keeping is accurate and readily available to present for unannounced Drug Enforcement Administration (DEA) and EH&S audits**