

Stanford University - CONTROLLED SUBSTANCE USAGE LOG

1. One log sheet must be completed for each container of Controlled Substance. If the material is converted or diluted, start a new log form to track that usage; reference the original container's lot or serial # and original bottle # assigned by lab.
2. Controlled Substance usage must be tracked on a per dose (use) basis and only by an Authorized Researcher. Record total quantity of the substance to the nearest metric unit weight/volume or the total number of units finished form.

➤ **Fill out grey boxes upon receipt:**

Participating Faculty/ Senior Research Staff:	Building:	Room:
Drug Name:	Lot or Serial #:	Container Amount:
Expiration Date:	Strength:	Form: _____ Tablet _____ Injectable _____ Elixir
Date Received	Unique Bottle Number Assigned by Lab:	Date Disposed – Indicate EH&S pickup time:

Date & Time	Protocol #	Amount Removed (in mls, tablets, etc.)	Amount Remaining (in mls, tablets, etc.)	Activity Type (e.g., prepare solution; administer to animal)	Species & ID #	Name of Authorized Researcher (print)	Initial
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Date & Time	Protocol #	Amount Removed (in mls, tablets, etc.)	Amount Remaining (in mls, tablets, etc.)	Activity Type (e.g., prepare solution; administer to animal)	Species & ID #	Name of Authorized Researcher (Print)	Initial
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