# form 7

# controlled substance current use and disposition log

One log sheet should be completed for each container of a Controlled Substance and each primary container must be identified. Use the 1st 2 letters of the drug, the date of receipt & the number assigned if more than 1 bottle is received on the same day. Example: If you receive 2 bottles of ketamine on January 7, 2018: Bottle 1: KE010718-1; Bottle 2: KE010718-2. 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.

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| --- | --- | --- | --- | --- | --- |
| **Drug Name** |  | **Schedule Invoice #** |  | **Storage Location** |  |
| **Finished Form (e.g.: tablet, liquid)** |  | **Strength (e.g.: 10mg/ml)** |  | **Container Type** |  |
| **Registrant’s Name** |  | **Department** |  | **DEA License #** |  |
| **Unique Container ID** |  | | **Date Added to Inventory:** |  | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Amount Present** | **Amount Used** | **Balance (unit)** | **Name of Person Dispensing Drug** | **Initials** | **Reason for Use (protocol number, destroyed etc.)** |
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* The log balance must match the physical balance of Controlled Substances at all times.
* Any log discrepancies, or other circumstances that indicate significant loss or theft of controlled substance must be promptly reported; see Form 5 for reporting instructions.
* When this controlled substance is expired or no longer needed, contact the Laboratory Safety Division for disposal guidance. In the Reason for Use column, note “To Reverse Distributor: expired” or "To Reverse Distributor: no longer needed".