

Controlled Substance Usage Log: Stock or Compounded Vial



1. One log sheet must be completed for each container of Controlled Substance. If a diluted working solution is made, start a new log form to track that usage; reference the original container's lot or serial # and original bottle #. Exception: If compounding with non-controlled drugs (Xylazine), list lot # of the controlled substance in the solution, and use only the expiration date of the controlled substance.
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 finished form.
3. To dispose of empty bottles, deface the label and throw in trash.
4. If any significant volume remains, request destruction by OEHS. Indicate the date of the destruction on this form.

DEA Registrant:	Building:	Room:	
Drug Name:	Lot or Serial #:	Container Amount:	
Expiration Date:	Strength:	Form (circle one): Stock Compounded	Compounded with:
Date Received:	Unique Bottle/Ampule # Assigned by DEA Registrant*:	Date Remainder was Destroyed by OEHS:	

Date	Protocol #	Amount Removed (in mLs, tablets, etc.)	Amount Remaining (in mLs, tablets, etc.)	Use**	Animal Weight (kg)	Name of Authorized User (print)	Initial

*This information is a unique number added to the controlled substance bottle in some labs. This is not required.

**Used for dilution or if injected in animal.

DEA Registrant Signature: _____ Date: _____

Instructions: Registrant should maintain completed form in his/her records for at least two years from the date of the last transaction.

Visit <https://oehs.tulane.edu/controlled-substances> for more information on Controlled Substances.

Controlled Substance Usage Log: Diluted Working Solution



1. One log sheet must be completed for each diluted container of Controlled Substance. Reference the original container's lot or serial # and original bottle #. Exception: If compounding with non-controlled drugs (Xylazine), list lot # of the controlled substance in the solution, and use only the expiration date of the controlled substance.
2. Your new container of working solution **MUST** be labeled with the **DRUG NAME, LOT #, and EXPIRATION DATE (30 DAYS AFTER MAKING IT)**.
3. 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 finished form.
4. To dispose of empty bottles, deface the label and throw in trash.
5. If any significant volume remains, request destruction by OEHS. Indicate the date of the destruction on this form.

DEA Registrant:	Building:	Room:
Drug Name:	Lot or Serial #:	Container Amount:
Expiration Date:	Strength:	Date Received:
Unique Bottle/Ampule # Assigned by DEA Registrant*:	Date Remainder was Destroyed by OEHS:	

NOTE: DILUTED WORKING SOLUTION EXPIRES AFTER 30 DAYS

Date	Protocol #	Amount Removed (in mLs, tablets, etc.)	Amount Remaining (in mLs, tablets, etc.)	Administered To:**	Animal Weight (kg)	Name of Authorized User (print)	Initial

*This information is a unique number added to the controlled substance bottle in some labs. This is not required.

**Number of Animals and Species, i.e., (5 mice) or describe other administration.

DEA Registrant Signature: _____ Date: _____

Instructions: Registrant should maintain completed form in his/her records for at least two years from the date of the last transaction.

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