

Controlled Substances Program

California State University Fullerton • Environmental Health & Safety
800 N. State College Blvd. Fullerton, CA 92831 • T-1475 • (657) 278-7233

Controlled Substances

Use Log

Instructions: Usage is tracked on a per-dose (use) basis and the log balance must match the physical balance at all times. *Complete one log sheet for each container.* Record total quantity to the nearest metric unit weight or the total number of units finished form.

Only Authorized Personnel on the CSUA are permitted to dispense and use CS items per CSUA- approved protocols

Principal Investigator: _____

Dept: _____

Product:	Purchase Order Number:	Container ID:
Schedule (I-V):	Container Type:	Initial Amount:
Storage Location:		

- Breakage must be initialed by the individual responsible and co-signed by the PI.
- Report log discrepancies, suspected misuse, or theft to the EH&S Controlled Substance Program Administrator immediately.

****When this item is empty or no longer needed, verify log balance, reconcile inventory and submit a pick-up request.**

Option 1: CS item has been used up and needs disposal.

A. Request a waste pick-up at www.ehs.fullerton.edu, by email at safety@fullerton.edu, or by phone at (657) 278-7233 (S-A-F-E)

B. Disposed of by EH&S (print): _____ Date: _____

C. Keep this original log sheet in the logbook.

Option 2: CS item is partially used or unused, and needs disposal.

Request a waste pick-up at www.ehs.fullerton.edu, by email at safety@fullerton.edu, or by phone at (657) 278-7233 (S-A-F-E)

For EH&S use only:

CS transferred to EH&S for disposal. Date: _____

EH&S Initials: _____ Name: _____

Secure in the EH&S approved controlled substance storage locker.

Amount remaining: Empty Other: _____

*****Retain log sheet until:** _____ Retain for 3 years from the date of transfer to EH&S for disposal or the date of complete use.

Date	Amount Dispensed	Remaining Balance	Person Dispensing Substance (Print Name)	Initials	Reason for Use/Animal Protocol/Species

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