

Principal Investigator: _____

CSUA# _____

*Usage is tracked on a per dose (use) basis and the log balance must match the physical balance of the solution at all times. Complete one log sheet in its entirety for each container. Record total quantity to the nearest metric unit weight or the total number of units finished form. This log sheet does not replace the log for your original CS container. The purpose of this log sheet is for the lab to track the concentration and the remaining volume in all solution vials that contain a CS. Do not exhaust the entire CS bottle in creation of one solution. **Only Authorized Personnel on the CSUA are permitted to dispense and use CS per CSUA- approved protocols.***

Solution Recipe		
	Ingredient Name	Volume Added
Controlled Substance:		
Ingredient 2:		
Ingredient 3:		
	Final Volume:	

CS taken from Container ID: _____ Expiration Date: _____ Final Concentration of CS in Solution: _____

Date M/D/YY	Amount Dispensed	Remaining Balance	Person Dispensing Substance (Print Name)	Reason for Use, Protocol, and Animal Species/In Vitro (e.g., Anesthesia, S10000, Mouse)

- Report log discrepancies, suspected misuse, or theft to the EH&S Controlled Substances Program Manager immediately.
- Deface the label and discard in trash when the solution is used up.
- Contact CS Program at ehscs@ucsd.edu for instructions if a solution containing CS is remaining and is no longer needed.
- Breakage must be initialed by the individual responsible and co-signed by the PI.
- Keep log sheet in the logbook. Secure logbook in the EH&S approved controlled substance storage area.

****When this item is empty or no longer needed, verify log balance, reconcile inventory and choose one of the two options:**

<input type="checkbox"/> Option 1: CS item has been used up. A. Deface label, dispose original container, and complete info below. B. Empty container disposed of by: _____ Date: _____ C. Keep original logsheet in the logbook. Secure in the EH&S approved controlled substance storage area.	<input type="checkbox"/> Option 2: Relinquish unused CS item. Contact EH&S CS Program for disposal of remaining CS. Submit disposal request via CSUA app or contact ehscs@ucsd.edu . <hr/> For EH&S use only: CS transferred to EH&S for disposal. Date _____ EH&S initials: _____ Disposal # _____
---	---

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

