UC San Diego
Environment, Health and Safety

Controlled Substance Usage Log

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Usage is tracked on a per dose (use) basis and the log balance must match the physical balance of original container's contents at all times; do not alter contents of original container. 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. See additional instructions below.

Product: Ketamine
Schedule: 3N
Storage Location: LA JOLLA CAMPUS
Substance: KETAMINE
Purchase Order: 91000011
Requisition: CSR11100
Container Type: Bottle
DEA Reg: RU0111111
Container ID: 050EEEE
Finished Form: Liquid
Strength: 100 mg/mL
Initial Amount: 10 mL on 06/02/14

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)*
06/02/14	0 mL	10 mL	EH&S Check-in	Initial Amount Received
08/03/14	0.3 mL	9.70 mL	Elisa Simpson	Anesthesia / S02435 / mouse
08/06/14	1 mL	8.70 mL	Elisa Simpson	Anesthesia / S01135 / rabbit / ID #347
08/09/14	0.3 mL	8.4 mL	Margie Simpson	In-vitro / Protocol1 / cellular response
09/03/14	0.3 mL	8.10 mL	Elisa Simpson	Anesthesia / S02435 / mouse
09/07/14	1.2 mL	6.9 mL	Nate Simpson	Anesthesia / S08835 / hamster
~~09/07/14~~	~~0.3 mL~~	~~6.6 mL~~	~~Nate Simpson~~	~~Anesthesia / S08835 / hamster~~
				Used Wrong Usage Log Sheet, N.S., 9/07/14 (reason for strike-through, initials, date)
10/03/14	0.9 mL	6.00 mL	Elisa Simpson	Anesthesia / S08835 / hamster
10/04/14	0 mL	6.00 mL	Inventory Check	Inventory Check, Balances Match or Math Correction
10/06/14	1.8 mL	4.20 mL	Elisa Simpson	Anesthesia / S01135 / rabbit / ID #246
10/09/14	4.2 mL	0	Marge Simpson	Anesthesia / S02435 / mouse

SAMPLE

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

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

[X] **Option 1: CS item has been used up.**

A. Deface label, dispose original container, and complete info below.
B. Disposed of by: Margie Simpson Date: 10/09/14
C. Submit copy of logsheet to ehscs@ucsd.edu, fax to (858) 822-0561, or copy to MC0090.
D. Keep original logsheet in the logbook. Secure in the EH&S approved controlled substance storage area.

[ ] **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.

For EH&S use only:
CS transferred to EH&S for disposal. Date _____
EH&S initials: _____ Disposal # _____

****Retain logsheet until:** 10/09/17 Retain for 3 years from the date of transfer to EH&S for disposal or the date of complete use.