Caltech

Controlled Substances Inventory Logbook Instructions (Complete in Ink)

You will find a logbook template on the following pages. You will be provided a sticker for each control number. Complete the top section for each individual controlled substance and enter your CS use each time. Please provide 2-4 pages in between each sticker, as applicable.

1. Always return bottle of controlled substances to your **Central Controlled Substances Custodian** in the following situations:
    - when the bottle/package is empty
    - when the bottle/package is expired
    - when it will no longer be used
    - when the bottle/package is broken or damaged
2. Make sure to note on the log that the bottle has been returned and indicate the date that it was returned.
3. Perform self-inspections no less than twice a year using the Controlled Substances Self-Inspection checklist form. Sign and date the log at the time of inspection.

If you have any questions or need a new log please contact your **CENTRAL CONTROLLED SUBSTANCES CUSTODIAN:**

EHS License	lquenee@caltech.edu	**OLAR License**	olarccsc@caltech.edu
Extension	2427	**Extension**	3454

Drug Name: _____ **CS_____** **Bottle (CN)#:_____** **Expiration Date: _____** **Date Received: _____** **FORM:** ☐ Liquid ☐Tablet ☐Powder ☐ Reconstituted Powder Date Reconstituted:	**Powder** Starting Weight (mg, g or IU): _____ **Liquid or Reconstituted Powder** Concentration (mg/ml or IU/ml):_____ Starting Volume: _____ **Tablet** Concentration (mg/tablet): _____ Starting # of Tablets: _____

For Amount Remaining, subtract amount used from last amount

Date	**Purpose**	**Administered/ Dispensed By** (Name)	**Amount Used**	**UOM** (mg, ml, tabs)	**Amount Remaining**	**UOM** (mg, ml, tabs)	**Comments**

Continued from previous page
Drug Name: _____
Control Number: _____

Date	**Purpose**	**Administered/ Dispensed By** (Name)	**Amount Used**	**UOM** (mg, ml, tabs)	**Amount Remaining**	**UOM** (mg, ml, tabs)	**Comments**