

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	controlledsub@caltech.edu	OLAR License	olarccsc@caltech.edu
Extension	2427	Extension	3454

Drug Name: _____ CS _____ Bottle (CN)#: _____ Expiration Date: _____ Date Received: _____ FORM: <input type="checkbox"/> Liquid <input type="checkbox"/> Tablet <input type="checkbox"/> Powder <input type="checkbox"/> Reconstituted Powder Date Reconstituted: _____	<u>Powder</u> Starting Weight (mg, g or IU): _____ <u>Liquid or Reconstituted Powder</u> Concentration (mg/ml or IU/ml): _____ Starting Volume: _____ <u>Tablet</u> Concentration (mg/tablet): _____ Starting # of Tablets: _____
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For Amount Remaining, subtract amount used from last amount

[illegible]

Control Number: _____

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