

Controlled Substances Inventory Logbook

Instructions (Complete In Ink)

1. Fill out the following information for all Schedule III-V material on a new page for each package or vial of controlled substance purchased. All Schedule II materials must be in a separate logbook.

Drug	Fill in the name of the controlled substance.
Date Received	Fill in the date the controlled substance was received.
Expiration Date	Fill in the date the controlled substance will expire.
Bottle #	Use the unique identifying number written on the bottle/package
Amount	Fill in the amount of controlled substance for one package (ex. 5ml, 10mg, 10 ampoules x 1ml)

2. Track the amount of controlled substance used by filling in the following information every time.

Date	Purpose	Person	Amount Used	Amount Remaining

3. 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
4. Make sure to note on the log that the bottle has been returned and indicate the date.
5. 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**:

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