

# 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.

<b>Drug</b>	Fill in the name of the controlled substance.
<b>Date Received</b>	Fill in the date the controlled substance was received.
<b>Expiration Date</b>	Fill in the date the controlled substance will expire.
<b>Bottle #</b>	Use the unique identifying number written on the bottle/package
<b>Amount</b>	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.

<b>Date</b>	<b>Purpose</b>	<b>Person</b>	<b>Amount Used</b>	<b>Amount Remaining</b>

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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