How to Use the Controlled Substances Notebook

All forms and directions are available on the Controlled Substances Website

Section 1: Registrations and Licenses

Keep all registration and license applications, certificates, correspondence, and documentation from the Drug Enforcement Agency (DEA) and the Massachusetts Department of Public Health Drug Control Program in this section. A page sleeve has been provided for your convenience.

Section 2: Authorized Users

This section contains an Authorized User log that must be kept perpetually in the lab. Authorized Users are those individuals that have completed Controlled Substances Training with the Controlled Substances Officer, submitted the Authorized User Application Form to the Controlled Substances Office, whose application has been approved by the Controlled Substances Office, and have been added to the Authorized User Log by the License Holder. Completed Authorized User Application Forms and Authorized User Approvals issued by the Controlled Substances Office must be kept in this section. A page sleeve has been provided for this purpose.

Please see Attachment A for an example of how to complete the Authorized User Log.

ONLY THOSE INDIVIDUALS LISTED IN THE AUTHORIZED USER LOG MAY HAVE ACCESS TO CONTROLLED SUBSTANCES AND ONLY FOR THE RESPONSIBILITIES AS DESIGNATED IN THE LOG.

Section 3: Usage Logs

This section contains the Usage Logs that must be perpetually kept for each controlled substance. Each substance or mixture (two or more controlled substances combined for use together such as a Ketamine/Xylazine mixture) must have a separate log. A log is started when a Controlled Substance is received or mixed for the first time.

Receipt

Upon receipt of a controlled substance, an Authorized User must open the package, inspect the contents to ensure that what was ordered is what was received, and ensure that each bottle is intact. The Authorized User should initial next to each line of the packing slip, and sign and date the packing slip with a note that all contents were inspected and received in order. The packing slip must then be kept in the plastic sleeve in this section. The Authorized User must log receipt of the Controlled Substance on the appropriate log. An example of this is provided in Attachment B.

Use

Each time a controlled substance is used, the log must be completed with the usage information. Please note, ONLY AUTHORIZED USERS WHO HAVE BEEN DESIGNATED USAGE RESPONSIBILITY may use controlled substances. If a controlled substance is spilled or wasted, this use must also be noted in the Usage Log. In the case of a spill, please write a note to the file with details of the spill, sign it, date it, and have another witness to the spill sign the note. Attach this note to the Usage Log. The Usage Logs must be kept perpetually.

Theft

If theft of a controlled substance is discovered, the Controlled Substance Officer must be informed IMMEDIATELY. The Controlled Substance Officer will work with you to report the theft to Public Safety and the appropriate agencies.

Section 4: Temperature Log

Each day that the lab is open, the temperature on the thermometer inside the drug drawer must be recorded by an Authorized User. As we move toward an automated system for recording this data, this log will be phased out. But for now, the daily temperature log must be kept.

Section 5: Disposal

When a controlled substance has expired or you no longer need it, please contact the Environmental Health and Safety (EH&S) Officer, Andy Finn for disposal. The disposal of the controlled substance must be noted on the disposal log and in the Usage Log. DO NOT throw away a controlled substance or pour it down the drain!! ALL CONTROLLED SUBSTANCES MUST BE DISPOSED OF THROUGH EH&S.

Section 6: Inventory

The Controlled Substance Officer will work with each lab to conduct an inventory of all controlled substances during the IACUC semi-annual review.