Brandeis University

Controlled Substance Program

Authorized User Log

This log shall record those individuals who are approved Authorized Users under an individual License Holder at Brandeis University. Only those listed on this form are legally able to access or use Controlled Substances in accordance with the approved protocols on which they are listed during the period. This log must be kept in the Controlled Substance Notebook in each lab.

License Holder _____ Email _____ DEA License # _____ Expiration_____

Department _____ Storage Location _____ MA DPH Registration # _____ Expiration_____

Date Approved[1]	Authorized User (AU) Name	Position	Protocol Number(s) *Indicate if IBC, IACUC, or IRB*	Authorized Controlled Substances	Responsibilities *(Receiver, research use, disposal, inventory, etc.)*	AU Signature	AU Initials	License Holder Signature	Date Removed[2]

[1] The date upon which the Controlled Substance Officer approves the Authorized User Application for the individual.

[2] The date upon which the protocol ends or the Authorized User leaves Brandeis University or is removed from the project.

Controlled Substance Authorized User Log **License Holder** _____

Date Approved[1]	Authorized User (AU) Name	Position	Protocol Number(s) *Indicate if IBC, IACUC, or IRB*	Responsibilities[2]	AU Signature	AU Initials	License Holder Signature	Date Removed[3]

[1] The date upon which the Controlled Substance Officer approves the individual's Authorized User Application.
[2] Responsibility Matrix (select number(s) of responsibilities for each Authorized User): [1] *Ordering* [2] *Receiving* [3] *Dispensing* [4] *Inventorying* [5] *Disposing* [6] *Recordkeeping* [7] *Other (describe)*
[3] The date upon which the protocol ends or the Authorized User leaves Brandeis University or is removed from the project.

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