



# Brandeis University

## Controlled Substances Office

### Controlled Substance Index of Usage Log

For each drug or compound, a running **Index of Usage Log** pages must be kept. Continuously number Usage Log pages in accordance with the Index, and note them in the Index as they are added. Use one Page # and one Usage Log per bottle of substance. This Index must be kept in the front of the appropriate section of the Controlled Substance Usage Log.

License Holder \_\_\_\_\_ DEA # \_\_\_\_\_ MA DPH # \_\_\_\_\_ Storage Location \_\_\_\_\_

Substance(s) \_\_\_\_\_ Schedule(s) (III-VI) \_\_\_\_\_ Concentration (mg/mL) \_\_\_\_\_

Page #	Lot #(s)	Volume	Assigned #	Expiration Date	Log Start Date	Log End Date	Retain Until*
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Page#	Lot#(s)	Volume	Assigned#	Expiration Date	Log Start Date	Log End Date	Retain Until*
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Page#	Lot#(s)	Volume	Assigned#	Expiration Date	Log Start Date	Log End Date	Retain Until*
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This log has been completed. This log must be archived and kept for at least 2 years from the last date noted on the last line of this form. A new log must be started for this substance if continued use is required.

Retain Until \_\_\_/\_\_\_/\_\_\_