Brandeis University

Controlled Substances Office

Controlled Substances Usage Log

*A separate log sheet must be kept for **each bottle** of **each substance**. If the material is converted or diluted, start a new log sheet to track that usage. This log must be kept in the Controlled Substances Notebook in each lab.*

License Holder _____ DEA # _____ MA DPH #_____ Storage Location _____

Substance(s) _____ Schedule(s) (III-VI) _____ Date Received ___/___/___

Concentration (mg/mL) _____Bottle Size_____ Lot # _____ Assigned # _____ Expiration Date ____/____

Date	Study Identifier/Purpose *(IBC, IACUC, or IRB protocol #, study title, or use in study)*	Amount Used	Balance[1]	Authorized User Full Signature

[1] If the balance amount is 0 because of disposal, indicate date disposed, route of disposal, and record disposal details in **Disposal Log**.

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Date	Study Identifier/Purpose *(IBC, IACUC, or IRB protocol #, study title, or use in study)*	Amount Used	Balance[1]	Authorized User Full Signature