

Controlled Substance Usage Log

Environment, Health & Safety, UCSD

Complete one log sheet for each container of controlled substance. Controlled substance usage must be tracked on a per dose (use) basis. Record total quantity of the substance to the nearest metric unit weight or the total number of units finished form.

Drug name: Ketamine Schedule#: III/N (I-V) CS storage location: BSB Room 5021 Safe
 Finished form: liquid Strength: 100 mg/mL (eg:10mg/mL) Container type: glass
 Principal Investigator name: Dowdy Acquired under Reg #: PU001429 PO#: 10275649
 CSUA#: 112 Date added to PI inventory: 8/5/2007 Department: Medicine Container ID#: 050B/N04

Date	Amount Received	Amount Used	Balance (unit)	Dispenser's Printed Name	Reason for Use/ Animal Protocol #/ Species
8/2/07	10 mL	-	-	Picked up by John Wong	-
8/2/07	-	.3 mL	9.70 mL	John Wong	Anesthesia S02435 mouse
8/4/07	-	1.0 mL	8.70 mL	Linda Hook	Anesthesia S02435 mouse
9/01/07	-	0.3 mL	8.4 mL	John Wong	Anesthesia S02435 mouse
9/11/07	-	0.3 mL	8.10 mL	John Wong	Anesthesia S02435 mouse
9/12/07	-	1.2 mL	6.90 mL	Linda Hook	Anesthesia S21513 rat
9/15/07	-	0.6 mL	6.30 mL	Linda Hook	Anesthesia S02435 mouse
9/20/07	-	0.3 mL	6.00 mL	Joe Taylor	Anesthesia S02435 mouse
9/24/07	-	0.3 mL	5.70 mL	John Wong	Anesthesia S02435 mouse
9/27/07	-	0.6 mL	5.10 mL	Joe Taylor	Anesthesia S02435 mouse
9/30/07	-	0.9 mL	4.20 mL	Joe Taylor	Anesthesia S02435 mouse
10/1/07	-	1.2 mL	3.00 mL	Linda Hook	Anesthesia S21513 rat

CS transferred to EH&S for disposal? Y N If Yes: EH&S Initials _____ Date _____ Disposal #: _____

CS is completely used up? Y N If Yes, copy of log sheet sent to EH&S and empty bottle disposed by: Linda Taylor Date 10/22/07

- This log must be kept in the controlled substance storage drawer or safe. The log balance must match the physical balance of CS at all times.
- This log must be retained in the lab for 3 years from either the date of disposal or date of complete use: **Retain until:** _____
- Any log discrepancies, suspected misuse, or theft of controlled substance must be reported to EH&S Controlled Substances Program Manager immediately.
- When this controlled substance is no longer needed, call EH&S at 858-534-1362 for disposal instructions.
- When this controlled substance is completely used up, send a copy of the log sheet to EH&S; then deface label and throw away in regular trash.
- Any breakage of containers must be initialed by the individual responsible for breakage and co-signed by the PI.

Drug Name: *KETAMINE*

Schedule #: *IIIN*

Container ID#: *050B/V04*

Log Continuation Page #: *2*

Note: in grey box below, list the amount carried over from previous log sheet.

Date	Amount Used	Balance (unit)	Dispenser's Printed Name	Reason for Use/ Animal Protocol #/ Species
<i>10/1/07</i>	<i>1.2 mL</i>	<i>3.00 mL</i>	<i>Linda Hook</i>	<i>Anesthesia S21513 rat</i>
<i>10/3/07</i>	<i>0.6 mL</i>	<i>3.00 mL</i>	<i>Linda Hook</i>	<i>Anesthesia S21513 rat</i>
<i>10/3/07</i>	<i>0.3 mL</i>	<i>2.70 mL</i>	<i>Joe Taylor</i>	<i>Anesthesia S02435 mouse</i>
<i>10/8/07</i>	<i>0.3 mL</i>	<i>2.40 mL</i>	<i>John Wong</i>	<i>Anesthesia S02435 mouse</i>
<i>10/9/07</i>	<i>0.6 mL</i>	<i>1.80 mL</i>	<i>Joe Taylor</i>	<i>Anesthesia S02435 mouse</i>
<i>10/9/07</i>	<i>0.3 mL</i>	<i>1.50 mL</i>	<i>Joe Taylor</i>	<i>Anesthesia S02435 mouse</i>
<i>10/12/07</i>	<i>0.3 mL</i>	<i>1.20 mL</i>	<i>Joe Taylor</i>	<i>Anesthesia S02435 mouse</i>
<i>10/15/07</i>	<i>0.3 mL</i>	<i>0.90 mL</i>	<i>John Wong</i>	<i>Anesthesia S02435 mouse</i>
<i>10/21/07</i>	<i>0.2 mL</i>	<i>0.70 mL</i>	<i>John Wong</i>	<i>Anesthesia S02435 mouse</i>
<i>10/22/07</i>	<i>0.7 mL</i>	<i>0 mL</i>	<i>Linda Taylor</i>	<i>Anesthesia S21513 rat</i>

KEY:	<i>Filled out by Lab members each time CS is used</i>
	<i>Currently filled out by lab members; in the future, will be provided at pickup of shipment with information filled out.</i>