

## Record of Controlled Substances (CS II-V) Aqueous Mixture Solution Usage Log Administered

One log sheet must be completed for each container of aqueous solution

PI's Name:	CSUA# :	Preparer's Name:	Date mixed:	Container type and volume (e.g. Plastic tube or screw cap vial, 50 ml):	Container ID # (assigned by lab):	Aqueous Solution Expiration date (assigned by lab):
Volume of solution used from Appendix B: (e.g. Ketamine or Buprenex):			Lot # from original:		Concentration of original solution:	
Volume of solution used: (e.g. Xylazine)						
Volume of solution used: (e.g. Other Chemical or Controlled substance):			Lot # from original:		Concentration of original solution:	
Final Concentration of new aqueous solution: (e.g 10 mg/mL)					Final Dilution (e.g 100mL):	

	Date	Animal or In vitro	Authorized Personnel Name	Authorized Personnel Signature	Amount removed (units) from stock solution i.e 100 mg, 100 mL	Amount given to animal	Amount Wasted	Balance (units)
1								
2								
3								
4								
5								
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**If this controlled substance is no longer needed, submit pick-up request via [www.ehs.uci.edu/](http://www.ehs.uci.edu/) controlled substance (CS).**

- You must keep the original log sheet(s) in your files for 3 years either from the date of disposal or date of complete use: Retain until: \_\_\_\_\_
- When this controlled substance is completely used up, request disposal of empty bottles at <https://www.ehs.uci.edu/apps/waste/controlsub/cscollect.jsp> and have copies of the log sheet available.
- All controlled substances and usage log sheets must be kept adequately secured in a proper drawer or safe.
- Any log discrepancies, suspected misuse or theft of controlled substances must be reported immediately to EH&S at 949-824-6200.
- Ensure Schedule II controlled substance inventory and records are maintained separately from Schedule III – V controlled substances.