

**University of Memphis**  
**Controlled Substance Use Log**

DEA Registrant (Print First and Last Name): \_\_\_\_\_

DEA Registration #: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

DEA Schedule: ☐ I ☐ II ☐ III ☐ IV ☐ V

Controlled Substance Name: \_\_\_\_\_ National Drug Code (NDC): \_\_\_\_\_

Container Size: \_\_\_\_\_ Lot/Serial #: \_\_\_\_\_

Container Amount: \_\_\_\_\_ Strength: \_\_\_\_\_

Unique Bottle # Assigned by Lab: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Substance Form: ☐ Tablet/Capsule ☐ Powder/Crystals ☐ Liquid

Date Received: \_\_\_\_\_ Date Disposed of: \_\_\_\_\_ Disposal Method: \_\_\_\_\_

Date Dispensed	Protocol #	Amount Dispensed	Amount Remaining	Activity Used For	Dispensed by (print)	Dispensed by (signature)

- One log sheet must be completed for each container of Controlled Substance. IF the material is converted or diluted, start a new log form to track that usage; reference the original container's lot or serial number and original bottle number assigned by lab.
- Controlled Substance usage must be tracked on a per dose (use) basis and only by an Authorized Individual. Record total quantity of the substance to the nearest metric unit weight/volume or the total number of units finished form.