DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY
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Controlled Substance Use Log Instructions

Maintaining use logs for controlled substances is not only good scientific practice, but also a legal requirement for holding a Controlled Substance License from the Drug Enforcement Administration (DEA). A separate use log must be kept for each controlled substance container.
By law, each use log must include the following information:

- Name of the controlled substance
    - List the drug's generic name, followed by the brand name in parentheses if applicable
- Date Received: the date the license holder received the item into inventory
- Principle Investigator: full name of the DEA license holder
- DEA license #: DEA registration number of the license holder
- DBPR license #: DBPR license exemption number
- Location of use
- Supplier and Lot number: number printed on the primary bottle
- Volume/Size (Quantity per Unit): initial volume of the contents in the bottle
- Vial/Bottle number: if multiple bottles are received in the same order, assign each a unique identifier to track them as part of a series
    - Example: If two bottles are received, label them "1 of 2" and "2 of 2" to link each use log to its corresponding bottle
- Concentration: percentage of the controlled substance in the total volume
- Expiration date: Date printed on the primary bottle by the manufacturer.

EH&S use logs include all of the above identifying information in the top banner of the document, allowing for easy reference during legally required self-audits, spill reports, DEA spot audits, or when matching shipping and destruction records. Check the information to ensure it matches your records.

A blank use log can also be found on our website.

In the chart section of the form, record the following information for each use:

- Date: Month/Day of substance use
- Authorized Representative: laboratory user weighing or extracting the needed material
    - Representatives should have an Employee Questionnaire form on file in the logbook
- Amount used: volume or weight removed from the original bottle

- Amount wasted: **syringe dead space** is the leftover fluid that remains inside the syringe after the plunger is fully depressed. In syringes with high dead space, often those designed with detachable needles, the leftover amount is equal to 3% of the volume of the medication dose on average.
- Balance in container: Remaining volume or weight of the original bottle. To determine the remaining volume subtract the amount used and the amount wasted from the previous remaining volume.
- Notes/Description of Use: Any unexpected occurrences or observations can be recorded here.

Special Reporting Requirements

Units of measurement usually are the liquid volume drawn into a syringe, but exceptions can be made. Schedule II drugs need to be physically measured during audits. Weight as measurement has been allowed by the DEA so it can remain containerized and sterile for animal use.

While use logs can be standardized for some labs, each line of research may have specific nuances. Regardless of format, compliance with DEA Code of Federal Regulations (CFR) requirements remains the top priority.

If a drug expires and is no longer usable, it must be either destroyed or rendered unretrievable. EH&S can assist with this process. Be sure to document the destruction on the use log to "zero out" the remaining volume. Drug spills must be reported using the designated form available on the EH&S website. The report should include a description of the spill, steps that will be taken to prevent future incidents, and documentation of the lost volume on the use log.

In the event of theft or significant loss of a controlled substance, federal regulations require that the registrant notify the DEA Field Division Office in their area in writing within one business day of discovering the incident. The registrant must also complete and submit DEA Form 106 through the Theft/Loss Reporting Online (TLR) system (see 21 C.F.R. §1301.76(b) and 21 U.S.C. §830(b)(1)(C)).

If you have any questions or need assistance, please visit the Laboratory Safety page of the EH&S website (https://www.safety.fsu.edu/sections/labsafety.php) for contact information, phone numbers and email addresses.

Controlled Substance: Ketamine (SAMPLE LOG) **Date Received:** 4/29/2024

Principle Investigator: Person, F. DEA License # RF0299607 DBPR Exemption 50188

Location: 0055:1225 Transfer EH&S

Supplier: Patterson Vet Supply DEA License # RF0299607 EH&S DOH License # 50:00188

Lot: 20038986

Inv #: 0021064

Quantity per Unit 10 mL Vial/Bottle # 1 of 1 Concentration 100 Exp. Date: 5/30/2025

Year: 2025

Date: Month/Day	Auth User	Amt Used	Amt Wasted	Balance	Notes/Desc of Use
4/29/2024	Initial Stock Amt	----	---	10 mL	
12/21/24	FP	0.7	0.06	9.3 mL	
12/28/24	FP	0.7	0.06	8.54 mL	
1/8/25	FP	0.7	0.06	7.78 mL	
2/22/25	FP	0.7	0.06	7.02 mL	
3/3/25	FP	0.7	0.06	6.26 mL	
4/7/25	FP	0.7	0.06	5.5 mL	
4/15/25	FP	0.7	0.06	4.74 mL	
5/16/25	FP	0.7	0.06	3.98 mL	

Expired Volume Remaining 6/30/25 Destroyed MRD