Controlled Substance Recordkeeping

In accordance with the DEA’s Practitioner’s Manual, “Each registrant who maintains an inventory of controlled substances must maintain a complete and accurate record of the controlled substances.” These records should reflect the source of controlled substances and track their use to final disposal. Below are some examples of organized documentation.

Keeping accurate records of controlled substances received is critical. When new vials of controlled drugs are received, it is helpful to assign each vial a unique ID number to simplify tracking usage (ie: Vial 1, 2, 3….). Below is a heading that can be used to track receipts and unique IDs of controlled substance vials received:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date received** | **Drug Name** | **Concentration (mg/mL, mg/tablet, etc.)** | **Volume**  | **Number of containers** | **Lot #, Expiration Date** | **Vendor** | **Assigned Unique bottle ID Number(s)** | **Received by** |

Controlled substances must be tracked for each individual vial owned

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**Each individual vial with a unique ID number should have a log to track individual usage. Below is a heading that can be used to track usage of each individual vial. Each time the vial is drawn from, this record must be updated. NOTE: If working with a new mixture or working solution that includes a controlled substance, the new mixture’s volume must also be tracked. An additional log sheet should be used to track this volume.**

**Drug Name:**  **Initial Size (total mL): Concentration (mg/mL): \_\_\_\_ Formulation (Cocktails): \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Unique bottle ID # | Amount used (mL) | Amount remaining (mL) | IACUC# | Initials |

* At any given time, the total volume of all controlled substances on hand should be known
* When drugs are expired and/or disposed of by Environmental Health and Safety, these dates should be recorded in your records