When issued a controlled substance as defined by the U.S. Department of Justice Drug Enforcement Administration, your responsibilities are to:

* Keep the substance in a secure, locked location when not in use
* Record initial and bi-annual inventory
* Record usage of the substance (Table below)
* Maintain the record of usage for 3 years from the date that a substance is completely used.

**Record of Controlled Substance Usage**

|  |  |  |
| --- | --- | --- |
| **Controlled Substance:** | **Schedule (I-V):** | **Container ID #** |
| **Container Type:** | **Container Size:** | **Concentration/Form:** |
| **DEA Registrant name:** |  | **Expiration:** |
| **DEA Registrant Address (as appears on DEA Certificate of Registration):** | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Number of Animals** | **Amount**  **Withdrawn** | **Balance** | **Authorized Personnel Initials** | **Amount Wasted** | **Witness Initials** | **Amount Disposed by EH&S** | **Comments** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |