



Attachment C

**Harvard University
 CONTROLLED SUBSTANCES USAGE LOG**

1. 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 container number assigned by lab.
2. 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 in finished form.

Fill out boxes upon receipt:

Participating Faculty/Senior Research Staff:	Building:	Room:
Controlled Substance Name:	Lot or Serial #:	Container Amount:
Expiration Date:	Strength:	Form: <input type="checkbox"/> Table <input type="checkbox"/> Injectable <input type="checkbox"/> Elixir
Date Received:	Unique Bottle Number(s) Assigned by Lab or Department:	Date Disposed-Indicate pickup time of authorized handler:

	Date & Time	Animal Experimentation Protocol #	Amount Removed (in ml, tablets, vials, etc.)	Amount Remaining (in ml, tablets, vials, etc.)	Activity Type (AN: anesthetic; E: euthanasia; D: dilution; AG: analgesia; R: recovery; O: other)	Signature of Authorized Individual
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HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

	Date & Time	Animal Experimentation Protocol #	Amount Removed (in ml, tablets, vials, etc.)	Amount Remaining (in ml, tablets, vials, etc.)	Activity Type (AN: anesthetic; E: euthanasia; D: dilution; AG: analgesia; R: recovery; O: other)	Signature of Authorized Individual
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