

**SAN DIEGO STATE UNIVERSITY
ENVIRONMENTAL HEALTH & SAFETY
DILUTED CONTROLLED SUBSTANCE DISPENSE RECORD (CSDR)**

Principal Investigator/Instructor: _____ Dept: _____

Controlled Substance: _____ Schedule: _____ Storage Location: _____

Original Controlled Substance Container Drug Information:

Original Container Lot#: _____	Original Container ID: _____
Amount/Volume Dispensed from Original Container: _____	Original Concentration: _____
Date Diluted/Mixed: _____	

Diluted Controlled Substance Container Identification Information:

Container ID: _____	Mixed With: _____	Final Concentration: _____	Total Volume: _____
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Follow these Very Important Instructions: (Use black or blue ink only. Other colors i.e. green or pink do not copy well or fades.)

1. Use only one Diluted Controlled Substance Dispense Record for each container.
2. Write container number, concentration and date mixed on the container.
3. In first fillable line, indicate the starting balance. All starting balance must be exactly the total volume. Print first and last name of person who made the diluted solution. The second fillable line will be the first use of the diluted controlled substance.
4. The month, day and year MUST be completely written down. The unit of measurement MUST be written down. NEVER use quotes (“) or write “same as above”. NEVER use arrows to denote same entry as above. No approximation. All entries must be legible.
5. Finish one container to a zero balance prior to opening and using the next container of the same drug.
6. Keep this Dispense Record in the drug binder and store with the controlled substances in the EH&S approved secured storage. Schedule II Dispense Records and drugs must be stored separately from Schedule III-V Dispense Records and drugs. No other records i.e. shipping papers or invoices must be kept in the drug binder. NEVER store pharmaceuticals i.e. Heparin with controlled substances. No other objects or items must be stored with the drug and binder. Not even a pen!
7. Report log discrepancies, breakage, loss, suspected misuse, or theft to Millie Tran at x42865 immediately.
8. Call Millie Tran at x42865 for disposal of expired or unused controlled substance or empty container(s) of zeroed out controlled substances. In addition, provide the Dispense Record and Surrender Record of the controlled substance.
9. Retain copies of Dispense Records for 3 years from the date of surrender to EH&S for disposal or the date of complete use.
10. NEVER TRANSFER or SHARE controlled substance between labs, departments, or colleges.

For incomplete or inaccurate logs and storage practices, penalties will be imposed by DEA. Fines can be up to \$10,000 per violation.

DATE (MM/DD/YYYY)	PURPOSE OF DISPENSE (i.e. euthanasia, analgesia, anesthesia, surgery, etc.)	QUANTITIES		PERSON DISPENSING/ SURRENDERING SUBSTANCE (print first and last name)	AMOUNT SURRENDERED TO EHS
		AMOUNT DISPENSED (in mls, gms, etc.)	REMAINING BALANCE (in mls, gms, etc.)		
/ /	N/A	N/A	Starting Balance:	Person Diluting:	
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Check here if continued on next page _____. Page ____ of ____					

