

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

Principal Investigator/Instructor: _____ Dept: _____
 Controlled Substance: _____ Schedule: _____ Storage Location: _____

Drug Received Information:

Total Number of Packages Received: _____	Number of Containers (ex. vial, bottle, injectable) per Package: _____
Amount/Volume per Container: _____	Concentration: _____ Date Received: _____

Identification Information:

Lot Number/ID: _____	Package Number: _____	of _____	Container Number: _____	of _____
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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 Controlled Substance Dispense Record for each container i.e. for each vial, bottle, injectable, or ampule.
2. Write package number on the package. Write container number on the container.
3. In first fillable line, indicate the date the substance was received from EHS. Indicate the quantity received as the starting balance. All starting balance must be exactly the amount received. Print first and last name of person who received substance from EHS. The second fillable line will be the first use of the controlled substance. A Dilute Controlled Substance Dispense Record (CSDR) MUST be completed to track for diluted stock, i.e. cocktail, diluted solution, etc. Reference the original container's lot # or ID #.
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 the next container of the same drug. Always check the calculations of previous entries and verify amounts and calculations before and after making a new entry.
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, 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; or prepare solution or dilution)	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:	Recipient:	
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