San Diego State University
Environmental Health & Safety

CONTROLLED SUBSTANCE DISPOSITION RECORD (CSDR)

Principal Investigator: _____ **Department:** _____ **Date:** _____

Controlled Substance: _____ **Strength or Dosage Form:** _____

Controlled Substance Tracking No. (obtain from EH&S): _____

Total amount of drug (adding all bottles or containers) received from supplier: _____

INSTRUCTIONS: A separate CSDR is to be maintained for each order of a given drug received from a vendor or supplier (designated by an EH&S Controlled Substance Tracking Number), regardless of the number of containers received. Record the disposition of each unit quantity (i.e. gram or ampule), and maintain a perpetual balance of the amount you possess. The CSDR may refer to more detailed lab records the exact dosage used (such as given to individual animals), as long as an entry is documented on this record each time a quantity is removed from the container(s) in your possession. Only wasted quantities need verification signatures. Indicate additional pages at the bottom.

DATE	EXPT. NO. OR ANIMAL I.D.	QUANTITIES				SIGNATURE	
		STORAGE LOCATION	USED < >	WASTED < >	BALANCE	TAKEN BY	WASTED VERIFICATION
	Check here if continued on next page _____. Page _____ of _____.						

Rev. 01/01

DATE	EXPT. NO. OR ANIMAL I.D.	QUANTITIES				SIGNATURE	
		STORAGE LOCATION	USED < >	WASTED < >	BALANCE	TAKEN BY	WASTED VERIFICATION
	Check here if continued on next page _____. Page _____ of _____.						