

Finished Form WVU Inventory Number:

West Virginia University
Use of Controlled Substances in Research
Usage Log for Finished Form

This form is to document use and disposal of Finished Form (e.g., mixtures, dilutions) Controlled Substances prepared in the research laboratory. Document the quantity of Bulk Form used to prepare the Finished Form on the corresponding Bulk Form Deduction Card.

*Finished forms (mixtures, dilutions) must be labeled with their own unique inventory number that links the Finished Form vial back to the Bulk (stock) vial used to create the Finished Form. See section 5.11.5 of *Procedure for the use of controlled substances in research at West Virginia University* for labeling guidelines.

DEA Registrant's Name:	DEA Registration #:
Department:	Title:
DEA Registrant Address (as appears on DEA Form 223) (Street, City, Zip code):	
Building:	Room:
Controlled Substance:	Schedule (I-V):
Bulk Form WVU Inventory Number:	Quantity of Bulk Form Used (must match deduction card):

Finished Form WVU Inventory Number:

Finished Form WVU Inventory Number*:	Finished Form Date Prepared:
Finished Form Concentration:	Expiration Date:
Briefly describe preparation of the finished form:	

Usage						
Date	Quantity Dispensed	Container Balance	Research Experiment/ Building & Room	Strength/Form	Administration (e.g., Animal Species/Cell Culture/Equipment + ID) or Disposal Description	Authorized User Signature
	Initial Preparation				Initial preparation	

Finished Form WVU Inventory Number:

Date	Quantity Dispensed	Container Balance	Research Experiment/ Building & Room	Strength/Form	Administration (e.g., Animal Species/Cell Culture/Equipment + ID) or Disposal Description	Authorized User Signature

Finished Form WVU Inventory Number:

Date	Quantity Dispensed	Container Balance	Research Experiment/ Building & Room	Strength/Form	Administration (e.g., Animal Species/Cell Culture/Equipment + ID) or Disposal Description	Authorized User Signature

The last entry in the log should have a remaining balance of zero, either through complete use of the Finished Form or through documentation of disposal.

Retain Usage Log for two years from the last entry.