

Bulk Form WVU Inventory Number(s):

West Virginia University

Use of Controlled Substances in Research

Deduction Card for Bulk Form

This form is to document use and disposal of Bulk (stock) Form Controlled Substances as obtained from manufactures/suppliers. Upon arrival from the manufacturer/supplier, section 1 of this form must be completed, and the Controlled Substance must be issued a WVU inventory number. See section 5.11.3 of *Procedure for the use of controlled substances in research at West Virginia University* for labeling guidelines.

Section 1

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):
Manufacturer/Supplier:	Manufacturer Lot #:

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Manufacturer/Supplier Address:	
Date Received:	Number of Containers Received:
Expiration Date:	Quantity per Container (units):
Received By (Registrant/Authorized Users Name):	Total Quantity Received (units):
WVU Inventory Number(s):	Strength and Form (e.g., liquid, powder, tablets, capsules):

Documented By _____ (Print) _____ (Sign) _____ (Date)

Checked By _____ (Print) _____ (Sign) _____ (Date)

DEA Registrant _____ (Print) _____ (Sign) _____ (Date)

Bulk Form WVU Inventory Number(s):

Section 2

Usage						
Date	Container ID	Quantity Dispensed	Controlled Substance Balance	Research Experiment/ Building & Room	Administration (e.g., Animal Species/Cell Culture/Equipment/Finished Form Preparation + ID) or Disposal Description	Authorized User Signature
Date Opened:		Zero	Amount Received:		N/A	

Bulk Form WVU Inventory Number(s):

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

Bulk Form WVU Inventory Number(s):

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

Bulk Form WVU Inventory Number(s):

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

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

Retain Deduction Card for two years from the last entry.

If the Bulk Form is used to make a Finished Form (e.g., mixture, dilution), the Finished Form vial must be labeled with its 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.

Finished Forms of Controlled Substances must also be issued a corresponding Usage Log to document use and disposal. Exception: if a Controlled Substance dilution or mixture will be used for a single application, documentation on the Deduction Card is sufficient, a separate Usage Log is not required.