

STANDARD OPERATING PROCEDURE 603A CONTROLLED SUBSTANCES LOG RECORDS

BGU Preclinical Research Facility

CONTROLLED SUBSTANCE AUTHORIZED PERSON RECORD

Protocol No #		Issue date:		Expiration date:		
NIO		T		uthorized by		
PRINT	me SIGNATURE	Drug box(es) #	PRINT NAME	Authorized by IE SIGNATURE Date		
	0.0.0.0.0			0.0		

BGU Preclinical Research Facility

CONTROLLED SUBSTANCE ORDERING/RECEIVING RECORD

Order Date	Invoice #	Drug & Con	Quantity	Source	Received Date	Storage (Drug Box #)	Received by PRINT	Received by SIGN

DO NOT CONTINUE; USE AN ADDITIONAL SHEET

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CONTROLLED SUBSTANCE ADMINISTRATION RECORD

Item	Concentration	Amount/Unit
Box#	# units	Date
Tracking # (only 1 tracking #/record)	L	

		Species/	Prescribed by	Admini	stered by	Amount	
Date	Time	ID# or new tracking # ¹	(PRINT)	Signature	PRINT Last Name	Dispensed	Balance
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DO NOT CONTINUE; USE AN ADDITIONAL SHEET

When using a controlled drug to prepare a dilution or drug mixture, assign a new tracking number composed of original tracking with an added sequential letter. Ex. 131219-1**A**, 131219-1**B**. Use a separate Administration Record with the new tracking number.