

Managing Your Controlled Substances Inventory Job Aid

Managing Your Inventory



Report log discrepancies, suspected misuse, or theft to the Controlled Substances Program Manager at 205-934-2487 immediately!

CSUA Web Application

1. Log into the [Controlled Substances Use Authorization \(CSUA\) Web Application](#) Enter your Blazer ID and strong password. Once you see the **CSUA Dashboard**, you can check and manage your inventory from here.
2. The **Inventory** summary is the last tab on the right. It tracks the amount of each controlled substance on hand and the number of containers based on dilutions made, administrations recorded, waste returned, etc. The Inventory tab is used for verifying that the amount of controlled substance on hand matches the amount on the written dispensing logs. This data is also used to submit the DEA required biennial inventory.
3. The **Stock Materials** tab lists both the controlled substance ordered and any dilutions made from the Controlled Substance along with the container ID. The container ID must be on every bottle and must match the one on the dispensing log. After entering a new dilution into the system select this tab to get the new container ID. The new dilution and ID will be in **bold letters**.
4. The **Dispensing/Use** tab is used to generate new container IDs for dilution bottles, for recording administrations, for documenting and witnessing waste and for requesting a Controlled Substance waste pickup.

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Onsite Usage Log Book

- Keep separate Usage Log for Schedule II substances and Schedule III-V substances.
- File copies of these documents in the CS binder:
 - CSUA approval (listing **ALL** Authorized Personnel)
 - Usage Log Forms (including copies where the Controlled Substances was used up or returned to the Controlled Substances Program Manager for Disposal)
 - Biennial Inventory
 - All disposal or return documents
 - Training records
 - Supplemented documents
 - Background check for anyone associated on a CSUA
- Secure the Controlled Substances Binder under lock and key with Controlled Substances when not in use.

Explanation of How to use the online Usage Log Sheet

The Controlled Substance Program provides a Usage Log Sheet for each Controlled Substance container when the item is initially picked up. The sheet is pre-printed with the PI Name, PI's CSUA #, Drug Name, unique Container ID number, Concentration, starting amount and date. Each container is also labeled with a barcode for ease of inventory documentation. Do not transfer a Controlled Substance from the original container for storage purposes. Keep it in the original container. The Usage Logs are required to be stored inside the binder provided by OH&S inside the approved storage cabinet with the Controlled Substances when not being used.

You must log the amount you are physically using **at all times** in the Usage Log (**paper copy and online**) approved by the Controlled Substances Program. This means that the amount of Controlled Substances in the laboratory must equal the amount that is recorded on the Usage Log (**paper copy and online**). Both the forms must be kept up-to-date at all times.

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Once you finish using a Controlled Substance bottle or the Controlled Substance expires, at the bottom of the paper Usage Log Sheet, you must record either the complete use, or the return of the Controlled Substances to OH&S for proper disposal. Retain the original of the log sheet and send a copy to the Controlled Substances Manager. These forms must be retained for **three years from the date of either complete use or disposal**.

Do not loan any Controlled Substances to another PI. Investigators should keep a 3 to 6 months' supply in inventory.

If for some reason a PI is in emergency need of a controlled substance for an animal then contact OH&S, and one of the Animal Resources Veterinarians for assistance. They cannot transfer any Controlled Substance to the PI. However, they may be able to relieve the emergency situation. The OH&S Controlled Substances Program doesn't keep any Controlled Substances on site.

Record routine use on the log sheet:

- Enter each dispensation of Controlled Substances on the log sheet at the time of use. You must log the amount you are physically using **at all times** in the Usage Log both on the **paper copy and online**. The **Dispensing/Use** tab (within the CSUA Web Application) is used for recording administrations online. The amount of Controlled Substances in the lab must equal the amount recorded on the current log sheet at all times.
 - View a [sample completed log sheet for a stock bottle](#) and [a dilution](#).
 - Print additional [log sheets](#).
- When using Controlled Substances on animals, include the animal identification number in the "reason for use" section.
- Track Buprenorphine or other Controlled Substances that come as a box with 5 or 10 single-use ampoules on 1 log sheet.

Record empty or broken vials on the log sheet:

- If a Controlled Substances container breaks or the substance is spilled:
 - enter the spill information on the log sheet
 - initialed by the individual responsible for the accident
 - witnessed by another authorized user in the lab and the PI

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- Send an electronic copy of **all** finished log sheets for empty or broken containers to the Controlled Substances Program manager.
 - Send by email after scanning to krump@uab.edu or
 - Fax to 205-934-7487
- Retain log sheets in your binder for a minimum of three years after complete use of container contents or disposal by Controlled Substances Program.

In addition to documentation on a Usage Log form, you are also required to conduct a completed inventory of your Controlled Substances every year.

When your inventory is due, Controlled Substances Program Manager will send you an e-mail notification with a specific date and instructions for completing the form.

If the inventory is not received after three attempts, the CSUA will be suspended, and any orders will be stopped. Your inventory status must be declared even if there are **zero Controlled Substances in stock**. As long as you have an approved CSUA on file, you must participate in the biennial inventory process.

If you no longer need Controlled Substances, make sure to e-mail the Controlled Substances Program Manager with the date you wish your CSUA to be deactivated. Please return all Controlled Substances to OH&S for disposal as well as the corresponding paper usage logs. There can be **NO** remaining Controlled Substances items in your inventory. Once this is complete, the Controlled Substances Program Manager will send you additional information about terminating your CSUA.

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Discrepancies

Discrepancies in Usage Log Forms or disposal records may trigger an internal investigation by campus authorities. Make sure to report any problems immediately to the Controlled Substances Manager.

This is especially important since the Federal Law requires that the Controlled Substances Manager notify the DEA within 24 hours of a loss or theft.