Web Usage Logs

1. Log in to the CSUA web application

2. Click on the ‘Dispensing/Use’ tab
3. Then click on ‘Add new use’
4. Enter the use date
5. Select the container that was used

6. Select ‘Administration’

7. Then click ‘Submit’

8. Enter the APN associated with the controlled substance

9. Enter the amount used

10. Choose ‘Yes’ to calculate hub loss and enter the number of needle changes

11. Choose ‘No’ if there were no needle changes

12. Click ‘Submit’

13. Now, you will see what was just entered.
Dilutions

1. To add a dilution, click on the ‘Dispensing/Use’ tab
2. Click on ‘Add New Use’
3. Enter the ‘Use date’ and select ‘Dilution’

4. Enter the ‘Amount of substance used’
5. Select ‘Yes’ or ‘No’ for hub loss
6. Enter the final volume of the dilution
7. Click ‘Submit’

8. Click on the ‘Stock Materials’ tab. You will see the list of containers in stock. The ’01-111111DS01’ represents the dilution that was just entered in the previous step. A second dilution would end is DS02, etc.
Disposal Requests

1. For disposal, click on the ‘Dispensing/Use’ tab.
2. Click on ‘Add New Use’
3. In the drop down menu, select the container you want disposed and then select ‘Disposal Request’
4. Click ‘Submit’
5. Please contact OH&S to set an appointment for waste drop-off.