CONTROLLED SUBSTANCE

COMPLIANCE NOTEBOOK

SAMPLE

THE STATE UNIVERSITY OF NEW JERSEY

RUTGERS
Rutgers, the State University of New Jersey
Controlled Substance Log Book

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Registrant information

Authorized site information

Controlled substance registration forms
   Include original or copy of federal DEA and NJ CDS forms for Registrant Log
   Include copies of federal DEA and NJ CDS forms for Authorized Site Log

Record of drugs received

Biennial (every two year) mandatory inventory of drugs on hand

Controlled Substance Logs
   One divider per drug/formulation, arranged by schedule
   One form for each container (e.g. bottle, vial)

Blank Forms
   Authorized site information
   Record of drugs received
   Controlled substance log form
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Drug receipt records
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   Links to non-official sources of information
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

REGISTRANT AND SITE INFORMATION

Authorized Sites
*Authorized Personnel*

Instructions:

Registrant Notebook:

- Insert one completed copy of REGISTRANT INFORMATION form listing all authorized sites.
- Insert one copy of AUTHORIZED SITE INFORMATION form for each authorized site, listing all authorized personnel for each site.

Authorized Site Notebook:

- Insert one copy of AUTHORIZED SITE INFORMATION form for the authorized site, listing all authorized personnel for the site.
Rutgers, the State University of New Jersey  
Controlled Substance Log Book

REGISTRANT INFORMATION

A controlled substance registrant’s log book must be maintained for each registrant.  
A controlled substance site log book must be maintained for each authorized site where controlled substances are stored.  
For Schedule 1 drugs, there must be a separate DEA and NJ CDS registration for each site.

Name of registrant (Unit or individual)  
ROBERT L. HARRIS DVM ........................................................................

Responsible individual on registration  
ROBERT L. HARRIS DVM ........................................................................

Registration address  
NELSON BIOLOGICAL LAB RM-D108 RUTGERS UNIV. ......  
604 ALLISON RD ........................................................................

PISCATAWAY NJ 08854-8082

Federal and state registration

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Date Issued</th>
<th>Date Expires</th>
<th>Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA XY1234567</td>
<td>9-28-2010</td>
<td>10-31-2013</td>
<td>□1 □2 □3 □4 □5</td>
</tr>
<tr>
<td>NJ CDS D9876543</td>
<td>10-18-2010</td>
<td>10-31-2013</td>
<td>□1 □2 □3 □4 □5</td>
</tr>
</tbody>
</table>

Authorized storage sites

<table>
<thead>
<tr>
<th>Authorized site user</th>
<th>Address (Bldg/Room)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Robert Harris</td>
<td>Nelson D117</td>
</tr>
</tbody>
</table>

1 All authorized sites must be in the same building as the address on the DEA registration.  All authorized sites must be approved by the Controlled Substance Compliance Office.
A controlled substance log book must be maintained for each **authorized site** where controlled substances are stored.

**Name of registrant (Unit or individual)**

ROBERT L. HARRIS DVM

**Responsible individual on registration**

ROBERT L. HARRIS DVM

**Registration address**

NELSON BIOLOGICAL LAB RM-D108 RUTGERS UNIV.

604 ALLISON RD

PISCATAWAY NJ 08854-8082

**Authorized Site Contact Person**

ROBERT L. HARRIS

**Federal and state registration**

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Date Issued</th>
<th>Date Expires</th>
<th>Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA XY1234567</td>
<td>10-22-2001</td>
<td>10-31-2004</td>
<td>□1 □2 □3 □4 □5</td>
</tr>
<tr>
<td>NJ CDS D9876543</td>
<td>10-07-2003</td>
<td>10-31-2004</td>
<td>□1 □2 □3 □4 □5</td>
</tr>
</tbody>
</table>

**Authorized Personnel**

<table>
<thead>
<tr>
<th>Full Name (print)</th>
<th>Initials (print)</th>
<th>Signature</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Robert L. Harris</td>
<td>RLH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Selman Waksman</td>
<td>SW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Henry Rutgers</td>
<td>HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Joyce Kilmer</td>
<td>JK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

CONTROLLED SUBSTANCES REGISTRATION FORMS

DEA
NJ

Instructions:

Registrant Notebook:

- Insert original or copies of both federal DEA and NJ state CDS registration forms. If copies, originals should be readily available and preferably on display. Keep this section up to date as registrations are renewed.

Authorized Site Notebook:

- Insert copies of both federal DEA and NJ state CDS registration forms of the Registrant. If copies, originals should be readily available and preferably on display. Keep this section up to date as registrations are renewed.
CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

DEA REGISTRATION NUMBER:
THIS REGISTRATION EXPIRES: 10-31-2013
FEE PAID: FEE EXEMPT

SCHEDULES: 2,2N, 3,3N,4,5.
BUSINESS ACTIVITY: PRACTITIONER
ISSUE DATE: 12-03-2010

HARRIS, ROBERT L DVM
NELSON BIOLOGICAL LAB RM-D108
RUTGERS UNIV.
604 ALLISON RD
PISCATAWAY, NJ 08854-8082

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

State Of New Jersey
NEW JERSEY OFFICE OF THE ATTORNEY GENERAL
DIVISION OF CONSUMER AFFAIRS
CONTROLLED DANGEROUS SUBSTANCES

CDS REGISTRATION NUMBER: 

ROBERT L. HARRIS, DVM
RUTGERS UNIVERSITY
604 ALLISON ROAD
PISCATAWAY NJ 08854-8082

IS REGISTERED AS CDS Veterinarian FOR SCHEDULES: 2 3 4 5

09/21/2011 TO 10/31/2012

DEAN: [Signature]
LICENSE/REGISTRATION/CERTIFICATION #

SIGNATURE OF REGISTRANT: [Signature]
DIRECTOR: [Signature]
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

DRUGS RECEIVED

Instructions:

Registrant Notebook:

- All drugs should be shipped to the Registrant’s address.
- Log receipt of all drugs received on one form (or continuation forms).
- Label each container of drugs with a unique serial code (e.g. 2004-A)
- Start a Controlled Substance Log Form for each container and distribute it with the container.
- Log dispensing of drugs to Authorized Sites.

Authorized Site Notebook:

- All drugs should be shipped to the Registrant’s address.
- Log receipt of all drugs received for the Authorized Site on one form (or continuation forms).
- Each container of drugs should be labeled by the Registrant with a unique serial code (e.g. 2004-A) before distribution to the Authorized Site.
<table>
<thead>
<tr>
<th>Container ID</th>
<th>Drug</th>
<th>Concentration/Form</th>
<th>Invoice/PO/Shipping Label No.</th>
<th>Date In</th>
<th>Exp Date</th>
<th>Date Opened</th>
<th>Date Inactive</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS 12-0001</td>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>R12345678</td>
<td>1/4/12</td>
<td>12/15/14</td>
<td>1/5/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAS 12-0002</td>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>R12345678</td>
<td>1/4/12</td>
<td>12/15/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAS 12-0003</td>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>R12345678</td>
<td>1/4/12</td>
<td>12/15/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAS 12-0004</td>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>R12345678</td>
<td>1/4/12</td>
<td>12/15/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAS 12-0005</td>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>R12345678</td>
<td>1/4/12</td>
<td>12/15/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAS 12-0006</td>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>R12345678</td>
<td>1/4/12</td>
<td>12/15/14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

BIENNIAL INVENTORY

Instructions:

Registrant Notebook:

- In addition to maintaining continuous Controlled Substance Logs for each container on hand, an inventory must be conducted periodically on a regular basis.
- The Registrant may use this form to conduct an inventory of all Authorized Sites on one form, or individual Authorized Sites can be inventoried each on a separate form.
- DEA requires inventory to be done at least every 24 months. Rutgers recommends more frequent inventories (e.g. every 3 to 6 months)

Authorized Site Notebook:

- In addition to maintaining continuous Controlled Substance Logs for each container on hand, an inventory must be conducted periodically on a regular basis.
- Each Authorized Site should use this form to conduct an inventory for the Site.
- DEA requires inventory to be done at least every 24 months. Rutgers recommends more frequent inventories (e.g. every 3 to 6 months)
<table>
<thead>
<tr>
<th>Drug</th>
<th>Concentration/Form</th>
<th>Container ID</th>
<th>Amount on Hand</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>LAS 12-0001</td>
<td>2 ml</td>
<td>In use</td>
</tr>
<tr>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>LAS 12-0002</td>
<td>10 ml</td>
<td>Unopened</td>
</tr>
<tr>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>LAS 12-0003</td>
<td>10 ml</td>
<td>Unopened</td>
</tr>
<tr>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>LAS 12-0004</td>
<td>10 ml</td>
<td>Unopened</td>
</tr>
<tr>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>LAS 12-0005</td>
<td>10 ml</td>
<td>Unopened</td>
</tr>
<tr>
<td>Ketamine HCl</td>
<td>100 mg/ml</td>
<td>LAS 12-0006</td>
<td>10 ml</td>
<td>Unopened</td>
</tr>
</tbody>
</table>

Registrant Signature: RL Harris DVM  Date: 1/15/2012

2 An inventory of drugs on hand should be performed by the registrant (registration holder) quarterly. DEA requires an inventory every two years.
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

DRUG USE LOGS BY CLASS

One page per container (vial, bottle, etc.)

Instructions:

Registrant Notebook:

- On distributing drugs to Authorized Sites, include a separate Controlled Substance Log form with each container of drug.
- When a container is used up or discarded, the completed Controlled Substance Log Form should be returned to the Registrant.
- Records should be maintained for 3 years after final use or disposal.

Authorized Site Notebook:

- Maintain one Controlled Substance Log form for each container of drugs.
- Drugs must be locked in a secure cabinet or safe when not in use.
- When a container is used up or discarded, the completed Controlled Substance Log Form should be returned to the Registrant.
Rutgers, the State University of New Jersey
Controlled Substance Log Book

Controlled Substance Log
Building __Nelson______
Room __D115__________

Registrant Robert L Harris.......................... DEA# DEA123456.............................. Site authoree Robert L Harris..............
Drug Ketamine-HCl................................. Conc/Form 100 mg/ml for sterile inj. Schedule □ 1 □ 2 [✓] 3 □ 4 □ 5
Container ID LAS 12-0001......................... Starting amount 10 ml........................ Container wgt in 31.9018g.....................
Date received 1/4/2012......................... Balance forward from page..... N/A_______ = _________ ml
Units [✓]ml □mg □tabs/capsules □ Other .............................................................. Expiration Date 12/15/14.....................

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>WEIGHT (g)</th>
<th>ANIMAL ID</th>
<th>DESCRIPTION OF USE</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/5/12</td>
<td>0.1</td>
<td>9.9</td>
<td>31.8017</td>
<td>Rat01</td>
<td>Anesthesia prot 11-043</td>
</tr>
<tr>
<td>1/5/12</td>
<td>0.1</td>
<td>9.8</td>
<td>31.7015</td>
<td>Rat02</td>
<td>Anesthesia prot 11-043</td>
</tr>
<tr>
<td>1/6/12</td>
<td>0.1</td>
<td>9.7</td>
<td>31.6013</td>
<td>Rat04</td>
<td>Anesthesia prot 11-043</td>
</tr>
<tr>
<td>1/6/12</td>
<td>0.1</td>
<td>9.6</td>
<td>31.5011</td>
<td>Rat03</td>
<td>Anesthesia prot 11-043</td>
</tr>
<tr>
<td>1/7/12</td>
<td>0.1</td>
<td>9.5</td>
<td>31.4009</td>
<td>Rat10</td>
<td>Anesthesia prot 11-043</td>
</tr>
<tr>
<td>1/7/12</td>
<td>0.1</td>
<td>9.4</td>
<td>31.3007</td>
<td>Rat11</td>
<td>Anesthesia prot 11-043</td>
</tr>
<tr>
<td>1/12/12</td>
<td>0.1</td>
<td>9.3</td>
<td>31.2005</td>
<td>Rat21</td>
<td>Anesthesia prot 11-043</td>
</tr>
<tr>
<td>1/12/12</td>
<td>0.1</td>
<td>9.2</td>
<td>31.1003</td>
<td>Rat22</td>
<td>Anesthesia prot 11-043</td>
</tr>
</tbody>
</table>

Use a separate page for each container (vial, bottle) of drug

INVENTORY RECONCILIATION

<table>
<thead>
<tr>
<th>DATE</th>
<th>ON HAND (LOG)</th>
<th>ON HAND (ACTUAL)</th>
<th>CONTAINER WGT</th>
<th>COMMENT</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/12</td>
<td>9.2ml</td>
<td>9.1985</td>
<td>31.1003g</td>
<td>Pretty darn close</td>
<td>RLH</td>
</tr>
</tbody>
</table>

m:\lastform\dea_log2.doc
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

DRUGS ORDERED

(Invoices, PO’s, Form 222, etc.)

Instructions:

Registrant Notebook:

- Keep originals or copies of at least one form of documentation (Invoice, Purchase Order, Form 222, Packing Slip, etc.) for each drug order.

Authorized Site Notebook:

- Copies of Invoices, purchase orders and/or Form 222’s may be kept here (optional)
<table>
<thead>
<tr>
<th>QTY</th>
<th>B.O. QTY</th>
<th>PRODUCT NUMBER</th>
<th>PRODUCT DESCRIPTION</th>
<th>TAX</th>
<th>QC</th>
<th>UNITE PRICE</th>
<th>EXTENDED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>0</td>
<td>023061</td>
<td>KETATHESIA 100MG/ML 10ML C3N FVL</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

++ Pedigree information available at ButlerSchein.com homepage
+++ This wholesale distributor purchased the specific unit of the prescription drug directly from the manufacturer

Butler Schein has all your Flea, Tick, and Heartworm needs
Thank you for your order!

**LAB 2011-8**
**LAB 3011-9**
**LAB 3011-10**
<table>
<thead>
<tr>
<th>No. of Packages</th>
<th>Size of Package</th>
<th>Name of Item</th>
<th>National Drug Code</th>
<th>Packages Shipped</th>
<th>Date Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50mL</td>
<td>Nembutal Sodium inj 50mg/mL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature**

HARRIS, ROBERT L DVM
NELSON BIOLOGICAL LAB RM-0108
RUTGERS UNIV.
604 ALLISON RD
PISCATAWAY, NJ 08854-8082

**Order Form Information**

- Date Issued: 09/13/2001
- DEA Registration No: [redacted]
- Schedules: 2, 2N, 3, 3N, 4, 5
- Registered as a: PRACTITIONER
- No. of this Order Form: 013660107
- DEA Form -222 (Oct. 1992)
- U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II
- DRUG ENFORCEMENT ADMINISTRATION
- SUPPLIER'S Copy 1

**OUML APPROVAL No. 1117-0010**
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

BLANK FORMS

Authorized Site Information
Record of drugs received
Controlled Substances Log Form
Drug disposal Form DEA-41 (9-01)

Instructions:

Registrant Notebook:

- Keep blank copies forms here.
- Forms are available on the Laboratory Animal Service HomeCage at: http://las.rutgers.edu/

Authorized Site Notebook:

- Keep blank copies forms here.
- Forms are available on the Laboratory Animal Service HomeCage at: http://las.rutgers.edu/
CONTROLLED SUBSTANCES LOG BOOK

RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

POLICIES AND GUIDELINES

Rutgers Controlled Substances Policy
Links to state and federal regulations
Links to other sources

Instructions:

Registrant Notebook:

- Keep copies of relevant regulations and guidelines here.
- Links to regulations and guidelines are available on the Laboratory Animal Service HomeCage at: http://las.rutgers.edu/

Authorized Site Notebook:

- Keep copies of relevant regulations and guidelines here.
- Links to regulations and guidelines are available on the Laboratory Animal Service HomeCage at: http://las.rutgers.edu/