

Controlled Substance Disposition Record

Substance Name: _____
Lot/Manufacture of Stock Standard: _____
Schedule: I II III IV V

Date Made: _____ Prepared by: _____

Concentration Prepared: _____ mg/ml _____ mg in _____ ml's of _____ solvent

Prepared for use as:
 GC/MS Quantitative Standard LC Quantitative Standard
 GC/MS Qualitative Standard LC Qualitative Standard
 Other: _____

Solution stored in: Safe Drug Refrigerator Other: _____

Date:	ml's used	ml's remaining	Purpose	Initials

Solution Used up or Disposed of by: _____ **on** _____ **(date)**
Witness: _____

Method of disposal:
 Dilution and disposal with drug waste Given to drug Control Agent Used up by analysis

Instruction: Solutions prepared in a concentration of greater than 1mg/ml and that are to be stored must have a disposition record. This record will be maintained in the Drug Inventory Books under the name, control level and location stored as all drugs are. For solutions prepared and used the same day this record is not required. If these solutions are stored for a period which includes the bi-annual drug inventory these will be included in that inventory.

For Inventory or at final disposal: Record Reviewed : _____ (date) _____ (by)
--