

**Controlled Substance Activity/Inventory Record****Drug Name:** \_\_\_\_\_

Lot/ID: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

**Storage Location: Refrigerator / Safe****Schedule** \_\_\_\_ **Box:** \_\_\_\_**Weight of Container with substance (transferred from existing records):** \_\_\_\_\_**Newly purchased substances only: Date Received:** \_\_\_\_\_**Amount of substance purchased:** \_\_\_\_\_ **Weight of Substance w/ container:** \_\_\_\_\_

When possible the Mettler AT261 (or equivalent) balance will be used to take all weights. If another balance is used due to weight requirements, list the balance: \_\_\_\_\_

Activity Record:

Date Accessed	Initials	Reason for use	Starting Weight (mg)	Weight Taken (mg)	Weight Remaining (mg) Final Weight
		<input type="checkbox"/> Standard <input type="checkbox"/> Inventory			
		<input type="checkbox"/> Standard <input type="checkbox"/> Inventory			
		<input type="checkbox"/> Standard <input type="checkbox"/> Inventory			
		<input type="checkbox"/> Standard <input type="checkbox"/> Inventory			
		<input type="checkbox"/> Standard <input type="checkbox"/> Inventory			
		<input type="checkbox"/> Standard <input type="checkbox"/> Inventory			
		<input type="checkbox"/> Standard <input type="checkbox"/> Inventory			

**For Inventory:**Inventory Date: \_\_\_\_\_ weight **is/is not** as expected Initial: \_\_\_\_\_ Witness: \_\_\_\_\_Inventory Date: \_\_\_\_\_ weight **is/is not** as expected Initial: \_\_\_\_\_ Witness: \_\_\_\_\_Inventory Date: \_\_\_\_\_ weight **is/is not** as expected Initial: \_\_\_\_\_ Witness: \_\_\_\_\_Inventory Date: \_\_\_\_\_ weight **is/is not** as expected Initial: \_\_\_\_\_ Witness: \_\_\_\_\_

**At any time during inventory or regular use if a weight variance of >20% is observed bring this to the attention of the Deputy Director.**