CONTROLLED SUBSTANCE CUSTORY RECORD FOR

Name of controlled substance: _____

Unit Description and Strength: _____

e.g. 10-milligram tablet or 10-milligram concentration per fluid milliliter

Schedule (II, III, IV, or V): _____

DATE of EVENT	EVENT CODE[1]	ADDITIONAL INFORMATION[2]	AMOUNT AFFECTED[3]	AMOUNT REMAINING	CUSTODIAN'S PRINTED NAME & INITIALS

[1]Use one of the following codes: **OC** (obtaining custody); **CONS** (consumed pursuant to protocol); **L/DIV** (loss or incident of diversion); **BR/SPILL** (breakage or spillage); **DIS** (disposal); or **RC** (relinquish custody(). Note that **L/DIV** will require an immediate voice report and subsequant written report. Note that **DIS** requires prior coordination with DEA.

[2]If **OC** then insert name of source; if **DIS** then insert method of disposal; if **RC** then insert name of recipient; and if **CONS, L/DIV**, or **BR/SPILL** then no entry required.

[3]Enter number of units per container, number of unopened containers, number of units in opened containers, and total number, as applicable. For example, "2 tablets" or "(100-tablet bottles x 3) + 22 tablets = 322 tablets" or "0.5 milliliter" or "(3-milliliter vial x 1) + 1.5 milliliter = 4.5 milliliters".