

RCO On-Demand Learning Controlled Substance Inventory Log

MGB Research Compliance

Inventory of Controlled Substances

Controlled Substance Inventory Log is used to verify and record all **new** orders of controlled substances.

How to:

- Complete the Inventory Log

Controlled Substance Order Inventory Log
(record PRIMARY containers ONLY—log upon receipt)

| Controlled Substance | Concentration | Lot # | Expiration Date | Received Date | Unique ID | Date into Disposition (Use) |
|----------------------|------------------|---------------|------------------|------------------|------------|-----------------------------|
| <i>Ex: Ketamine</i> | <i>100 mg/ml</i> | <i>123456</i> | <i>1/31/2024</i> | <i>1/30/2022</i> | <i>K-1</i> | <i>2/13/2022</i> |
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Completing the Inventory Log

- The Inventory Log is for **primary** containers/bottles **only**
- For each new container/bottle, assign a unique identifier that is recorded in the log and written on the bottle
 - e.g. Ketamine = KE1 for the first bottle, KE2 for the second bottle, etc
- Label the container/bottle with the unique identifier **prior** to putting it in the controlled substances cabinet



Controlled Substance Order Inventory Log
 (record **PRIMARY** containers **ONLY**—log upon receipt)

| Controlled Substance | Concentration | Lot # | Expiration Date | Received Date | Unique ID | Date into Disposition (Use) |
|----------------------|------------------|---------------|------------------|------------------|------------|-----------------------------|
| <i>Ex: Ketamine</i> | <i>100 mg/ml</i> | <i>123456</i> | <i>1/31/2024</i> | <i>1/30/2022</i> | <i>K-1</i> | <i>2/13/2022</i> |
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Completing the Inventory Log

- When you receive a new controlled substance:
 - Enter the name of the controlled substance
 - Provide the concentration of the controlled substance in the container/bottle
 - Provide the Lot # for the controlled substance container/bottle
 - Enter the expiration date of the controlled substance container/bottle
 - Enter the date you received the controlled substance container/bottle
 - Log the Unique ID that you assigned the container/bottle

| Controlled Substance | Concentration | Lot # | Expiration Date | Received Date | Unique ID | Date into Disposition (Use) |
|----------------------|------------------|---------------|------------------|------------------|------------|-----------------------------|
| <i>Ex: Ketamine</i> | <i>100 mg/ml</i> | <i>123456</i> | <i>1/31/2024</i> | <i>1/30/2022</i> | <i>K-1</i> | <i>2/13/2022</i> |
| <i>Ketamine</i> | <i>100 mg/ml</i> | <i>789000</i> | <i>9/30/2026</i> | <i>9/29/2024</i> | <i>KE1</i> | |



Completing the Inventory Log

- As you begin to use a new container/bottle, add the Date into Disposition the day you start using it.

| Controlled Substance | Concentration | Lot # | Expiration Date | Received Date | Unique ID | Date into Disposition (Use) |
|----------------------|------------------|---------------|------------------|------------------|------------|-----------------------------|
| <i>Ex: Ketamine</i> | <i>100 mg/ml</i> | <i>123456</i> | <i>1/31/2024</i> | <i>1/30/2022</i> | <i>K-1</i> | <i>2/13/2022</i> |
| <i>Ketamine</i> | <i>100 mg/ml</i> | <i>789000</i> | <i>9/30/2026</i> | <i>9/29/2024</i> | <i>KE1</i> | <i>10/15/2024</i> |



Completing the Inventory Log

- Repeat the logging process for each new container/bottle received

| Controlled Substance | Concentration | Lot # | Expiration Date | Received Date | Unique ID | Date into Disposition (Use) |
|----------------------|------------------|---------------|-------------------|-------------------|------------|-----------------------------|
| <i>Ex: Ketamine</i> | <i>100 mg/ml</i> | <i>123456</i> | <i>1/31/2024</i> | <i>1/30/2022</i> | <i>K-1</i> | <i>2/13/2022</i> |
| <i>Ketamine</i> | <i>100 mg/ml</i> | <i>789000</i> | <i>9/30/2026</i> | <i>9/29/2024</i> | <i>KE1</i> | <i>10/15/2024</i> |
| <i>Xylazine</i> | <i>300 mg/ml</i> | <i>456100</i> | <i>10/31/2026</i> | <i>10/30/2024</i> | <i>XY1</i> | <i>11/15/2024</i> |
| <i>Ketamine</i> | <i>100 mg/ml</i> | <i>789999</i> | <i>11/30/2026</i> | <i>11/29/2024</i> | <i>KE2</i> | |





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