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| **Controlled Drug Check Out/In Log** **This form is to be used if the drug is being used in a location other than the room where it is stored.** |
| **Name of Source Facility or Project Responsible for the list drugs:**  |
| **Borrowed from (Name/ID of Safe):**  | **Drugs shall be stored in (Name/ID of Safe):** |
| **OR the signor affirms they will be returned to the Source Facility within 5 days.** |  |
|  | *Print and sign name above* |
| **Use the "Controlled Drug Transfer Log" if the drug is being purchased for anyone else other than the Source Facility.** |
| **PROCESS:** The Authorized User (AU) will ask the Laboratory Coordinator for the drug to be used. AU will fill in the "Date Out" portion of this "Controlled Drug Check Out/In Log", initial the appropriate column, then fill out the top portion of the initial "Controlled Drug Disposition/Administration Log". * When the drug is returned, the Laboratory Coordinator will place it back into the appropriate storage location/safe and complete the "Date In" portion of this "Check Out/In Log" and update the "Running Total log".

If the bottle is empty, expired or contaminated, the Laboratory Coordinator will then 1) complete the "Date In" portion of this "Check Out/In Log", 2) update the "Running Total log", 3) fill in the "Controlled Drug Disposal Log", 4) then place the bottle in the appropriate storage location and contact the Environmental Health & Safety for disposal. AUTHORIZED USERS - DO NOT DISPOSE OF THE BOTTLE IN ANY OTHER WAY. |
| **Date Out** | **Drug & Class** | **Bottle Size/ Strength** | **Bottle ID & Lot #** | **Beginning Amount** | **Authorized User** | **LC Initials** | **Date In** | **Amount Left**  | **LC Initials**  |
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