Quick Guide (Tentative)

How to keep a record on the Log Sheet

1. Have a Log Sheet for **each** type of controlled drug. Use a pen, not a pencil.
2. Write your name in the “Operator” line and fill out product information.
3. Write the “Date” you acquired and **from “Who” you acquired** the portion and its amount in “Acquisition.” This step is the same when your record continues to the next page on the same controlled drug.
4. Write the “Date” you use the portion, its used amount in “Usage,” and the remaining amount in “Remaining” for **every** **use**.
5. When you use the whole portion, write its “Date” and *zero* in the “Remaining” amount. Keep the Log Sheet for at least 2 years from this date.
6. Submit a copy of your log sheet to the AR section and OHS section on 1 October every year for the OHS section to prepare for an annual report as stipulated in the Act.

How to keep diluted/mixed solution of controlled drugs

1. If you reuse a diluted or mixed solution on another day, have another Log Sheet for the solution with the product information and the new concentration.
2. In the Log Sheet of the original portion, write the amount you take out from the original portion in “Usage,” its remaining amount in “Remaining,” and details on the dilution/mix as well as the new “Log Sheet No.” in “Remarks.”
3. In the new Log Sheet for the diluted/mixed solution, write “Date” you prepare it, the amount of the resultant solution in “Acquisition,” and the necessary details in “Remarks.”
4. Follow Steps 4-6 above.

How to dispose of controlled drugs

* If you no longer need unopened vials or original/diluted/mixed solutions with Log Sheets, contact the Occupational Health and Safety section and do not dispose of them in the sink or as liquid waste.
* If you have waste solutions of controlled drugs produced during your experiment (e.g., excess in a syringe), have another person dispose of the solution with a large amount of running water in the sink. Write the disposed of amount and details in “Remarks.” Have the name and signature of the person present in “Remarks.”

How to deal with spills

1. If you drop a vial or container with a controlled drug, try to collect the spilled solution with a syringe and store it in a waste container with a label.
2. Contact the Occupational Health and Safety section immediately.

*NB: If you make a mistake in the Log Sheet, correct it with double lines* ( mistake ) *and put your signature/seal on it. Do not use whiteout.*

Log Sheet

Operator:

|  |  |  |  |
| --- | --- | --- | --- |
| Log Sheet No. |  | Storage Location |  |
| Product Name |  | Lot No. |  |
| Concentration |  | Unit |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Mass (g) | |  |
| Date | Acquisition | Usage | Remaining | Before usage | After usage | Remarks |
|  |  |  |  |  |  | Container without narcotics  \_\_\_\_\_\_\_\_\_g  Container with narcotics  \_\_\_\_\_\_\_\_\_g  Acquired from |
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