

Controlled Substance Usage Log

Compliance Log for Schedule II–V Substances

Managed in accordance with DEA 21 CFR §1304 and Meridian Laboratories Safety SOP-SAF-402

Facility: Meridian Research Site Alpha
Location: Building C, Laboratory 412B
License Holder: Meridian Laboratories Inc.
DEA Registrant: Dr. Alan Turing
Registration No.: RT9999999 (Exp: 2028-09-30)

Compliance Officer: Elena Kowalski, Ph.D.
Contact Email: compliance@meridian.com
Emergency Phone: +1 (555) 019-9111
SOP Reference: SOP-SAF-402, Rev. 2.1
Log Retention Policy: Minimum 2 Years Post Close-out

🔒 SECURE STORAGE & REGULATORY STATEMENT

WARNING: This log book is a legally binding compliance record. All entries must be made chronologically in indelible blue or black ink immediately at the time of substance receipt, administration, transfer, or waste. Under federal regulations (21 CFR §1304), any discrepancies, spillages, or unexplained losses must be reported immediately to the DEA Field Division and the Meridian Compliance Officer.

Controlled substances must be stored in a securely locked, substantially constructed cabinet (double-lock system) accessible only to authorized registrants listed on the approved drug protocol.

📄 USAGE INSTRUCTIONS

- Stock Receipt:** Record receipt of new drug stock on a new ledger sheet immediately upon opening.
- Entry Timing:** All usage (administration, dilution, or transfer) must be logged immediately. Do not defer entries.
- Running Balance:** Calculate and record the running volume/mass balance after every single transaction.
- Wasting & Disposal:** Any residual drug disposal or wasting must be performed in the presence of a second authorized researcher who must sign as the witness in the designated column.
- Close-out:** When the vial/container balance reaches 0.00, the Principal Investigator and Compliance Officer must perform a physical audit and sign the close-out verification section.

Regulatory Reference Standards

References

[1] Meridian Labs Compliance Group. Sop-saf-402: Safe handling and record keeping of controlled substances in research. Standard Operating Procedure SOP-SAF-402, Rev. 2.1, Meridian Laboratories Inc., 2026.

[2] U.S. Drug Enforcement Administration. Controlled substances act (csa). 21 U.S.C. Chapter 13, 2026. Available at <https://www.deadiversion.usdoj.gov/>.

[3] U.S. Government Publishing Office. Code of federal regulations, title 21, part 1304 (records and reports of registrants). 21 CFR 1304, 2026. DEA Diversion Control Division Regulations.

LEDGER SHEET — KETAMINE HYDROCHLORIDE (C-III)

Log ID: KET-2026-0804-A | Storage Cabinet: SEC-CAB-A2

Substance Name: Ketamine HCl Injection
Form/Concentration: 100 mg/mL (10 mL Vial)
Manufacturer: Nexa Pharmaceuticals
Lot Number: KET-LOT-4412
Expiration Date: 2027-11-30

Opened Date: 2026-08-04
Opened By: Sarah Jenkins, Ph.D.
Initial Volume: 10.00 mL
Principal Investigator: Dr. Alan Turing
IACUC Protocol: IACUC-2026-1049-M

Running Balance Ledger

Date	Time	Purpose / Animal ID / Note	Amt	Bal	Analyst	Witness
2026-08-04	09:15	Initial vial opening & volume check	+10.00	10.00	S. Jenkins	N/A
2026-08-04	10:30	Administered to rodent K-041	-1.20	8.80	S. Jenkins	N/A
2026-08-04	14:15	Administered to rodent K-042	-1.20	7.60	S. Jenkins	N/A
2026-08-05	09:00	Administered to rodent K-043	-0.80	6.80	S. Jenkins	N/A
2026-08-05	11:30	Prepared 10 mL working dilution (1:10)	-1.00	5.80	S. Jenkins	N/A
2026-08-06	10:00	Administered to rodent K-044	-1.50	4.30	S. Jenkins	N/A
2026-08-06	13:45	Administered to rodent K-045	-1.20	3.10	S. Jenkins	N/A
2026-08-07	09:15	Administered to rodent K-046	-1.20	1.90	S. Jenkins	N/A
2026-08-07	15:30	Administered to rodent K-047	-1.00	0.90	S. Jenkins	N/A
2026-08-08	11:00	Disposal of residual vial volume (expired/waste)	-0.90	0.00	S. Jenkins	R. Patel

DISPOSAL & CLOSE-OUT VERIFICATION

We, the undersigned, verify that the running balance of this controlled substance container has reached zero. The empty container has been disposed of or returned to compliance stock, and the log records have been audited for completeness and regulatory compliance.

Principal Investigator: Dr. Alan Turing
Compliance Officer: Elena Kowalski, Ph.D.
Date of Close-out: 2026-08-08

Signature: _____
Signature: _____

LEDGER SHEET — BUPRENORPHINE HYDROCHLORIDE (C-V)

Log ID: BUP-2026-0804-A | Storage Cabinet: SEC-CAB-A2

Substance Name: Buprenorphine HCl

Form/Concentration: 0.3 mg/mL (1 mL Ampules)

Manufacturer: Meridian Pharmaceuticals

Lot Number: BUP-LOT-7731

Expiration Date: 2028-04-30

Opened Date: 2026-08-04

Opened By: Rajesh Patel

Initial Volume: 5.00 mL (5 pooled ampules)

Principal Investigator: Dr. Alan Turing

IACUC Protocol: IACUC-2026-1049-M

Running Balance Ledger

Date	Time	Purpose / Animal ID / Note	Amt	Bal	Analyst	Witness
2026-08-04	09:30	Opened 5 ampules, pooled to sterile vial	+5.00	5.00	R. Patel	P. Nandakumar
2026-08-04	11:00	Post-op analgesia rodent B-101	-0.25	4.75	R. Patel	N/A
2026-08-04	15:45	Post-op analgesia rodent B-102	-0.25	4.50	R. Patel	N/A
2026-08-05	08:30	Post-op analgesia rodents B-103, B-104	-0.50	4.00	R. Patel	N/A
2026-08-05	13:00	Post-op analgesia rodent B-105	-0.25	3.75	R. Patel	N/A
2026-08-05	17:15	Post-op analgesia rodent B-106	-0.25	3.50	R. Patel	N/A
2026-08-06	09:00	Post-op analgesia rodents B-107, B-108	-0.50	3.00	R. Patel	N/A
2026-08-06	11:15	Accidental vial drop; 0.50 mL lost	-0.50	2.50	R. Patel	P. Nandakumar
2026-08-06	14:30	Post-op analgesia rodent B-109	-0.25	2.25	R. Patel	N/A
2026-08-07	09:00	Post-op analgesia rodent B-110	-0.25	2.00	R. Patel	N/A
2026-08-07	11:30	Transferred to approved sub-investigator	-1.00	1.00	R. Patel	E. Kowalski
2026-08-08	10:15	Post-op analgesia rodents B-111, B-112	-0.50	0.50	R. Patel	N/A
2026-08-08	15:30	Chemically inactivated residual waste	-0.50	0.00	R. Patel	P. Nandakumar

DISPOSAL & CLOSE-OUT VERIFICATION

We, the undersigned, verify that the running balance of this controlled substance container has reached zero. The empty container has been disposed of or returned to compliance stock, and the log records have been audited for completeness and regulatory compliance.

Principal Investigator: Dr. Alan Turing

Compliance Officer: Elena Kowalski, Ph.D.

Date of Close-out: 2026-08-08

Signature: _____

Signature: _____