

Bound Controlled Substance Tracking (Log) Books

Issue:

Controlled substance count tracking is often completed via loose-leaf sheets in a three-ring binder.

Background:

Sheets that are stored in a binder can disappear as a part of diversion behavior. Improving the security around controlled substance tracking sheets can make it more difficult for diversion to be unnoticed.

Recommendation:

The CMP Advisory Group has recommended that if facilities are not completing controlled substance counts electronically, they utilize pre-printed, bound controlled-substance log-books* rather than binders (3-ring or wire/comb-bound) to keep track of controlled substances.

- These books should be constructed so that it is difficult to remove a page and so that missing pages are easily noticeable.
- Pages should be numbered.
- The facility should have a process in place to review the controlled substance tracking book at regular intervals.

*The Advisory Group has not specified a brand preference for bound log books, so long as they meet the criteria listed above. At least five companies on the market have log books that meet this criteria.