Methadone Daily Balance Log (mL)

Oral concentrate, reconciled by volume in mL at the end of each day.

PHARMACY NAME _____ ACCREDITATION NO. _____ STOCK BOTTLE LOCATION _____

PRODUCT _____ CONCENTRATION (MG/ML) _____ DIN _____ MONTH _____

Date (yyyy-mm-dd)	Opening (mL)	Received (+ mL)	Dispensed (- mL)	Measured waste (- mL)	Expected closing (mL)	Measured closing (mL)	Variance (mL)	Pump check (pass / fail)	Initials	Notes

How the balance is checked

Expected closing = opening + received - dispensed - measured waste.

Each day opens on the measured closing of the day before, so a small liquid variance never compounds.

RECONCILED BY (PRINT NAME) _____ SIGNATURE _____ DATE _____ PAGE ____ OF ____

Retention: in Ontario, pharmacy patient and dispensing records must be kept at least 10 years (O. Reg. 264/16 s. 21). Federally, narcotic and controlled-substance records must be kept at least 2 years (Controlled Substances Regulations s. 123(1), in force October 1, 2026; it replaced Narcotic Control Regulations s. 40.1, Food and Drug Regulations s. G.03.010 and Benzodiazepines and Other Targeted Substances Regulations s. 75, which set the same 2 years).

Cadence: the Ontario College of Pharmacists expects narcotics and controlled substances to be reconciled at least every six months. Nova Scotia and Prince Edward Island are stricter, reconciling narcotics and controlled drugs monthly. Alberta, British Columbia, Saskatchewan, Manitoba, and Newfoundland & Labrador generally require reconciliation every three months.

General information, not legal or professional advice. Confirm the current requirements with your provincial college and Health Canada.

Free template from NarcCount - narccount.ca - narcotic reconciliation software for Canadian pharmacies

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Methadone Pump Calibration Check Log

One line per check: before the first dose of the day, and after any tubing change.

PHARMACY NAME

PUMP OR MEASURING DEVICE

MONTH

TOLERANCE THIS PHARMACY ACCEPTS (ML)

CALIBRATED CYLINDER OR SCALE USED

Date (yyyy-mm-dd)	Time	Volume requested (mL)	Volume measured (mL)	Within tolerance? (Y / N)	If not: recalibrated, and the retest result	Test and priming volume, logged as waste (mL)	Initials

The check

Before the first dose, dispense a set test volume into a calibrated graduated cylinder or onto a calibrated scale, and record what was requested and what was measured.
If it fails, recalibrate, test again and record both results before preparing any dose.
Record the test volume, and any priming after a tubing change, as measured waste on the daily balance log.

CHECKED BY (PRINT NAME)

SIGNATURE

DATE

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Methadone Daily Balance Log (mL) - worked example

Oral concentrate, reconciled by volume in mL at the end of each day. Three sample days, and the arithmetic behind them.

PHARMACY NAME: Sample Pharmacy

ACCREDITATION NO.:

STOCK BOTTLE LOCATION: Narcotic safe

PRODUCT: Methadone oral concentrate

CONCENTRATION (MG/ML): 10 mg/mL

DIN:

MONTH: 2026-08

Date (yyyy-mm-dd)	Opening (mL)	Received (+ mL)	Dispensed (- mL)	Measured waste (- mL)	Expected closing (mL)	Measured closing (mL)	Variance (mL)	Pump check (pass / fail)	Initials	Notes
2026-08-03	950.0	1000.0	212.5	1.5	1736.0	1735.6	-0.4	Pass	SK	84.5 in witnessed doses, 128.0 in carries
2026-08-04	1735.6		198.0	1.0	1536.6	1536.6	0.0	Pass	MJ	
2026-08-05	1536.6		205.5	0.8	1330.3	1329.8	-0.5	Pass	SK	

How the balance is checked

Expected closing = opening + received - dispensed - measured waste.

2026-08-03: 950.0 + 1000.0 - 212.5 - 1.5 = 1736.0 mL expected. The stock bottles measured 1735.6 mL, so the variance is -0.4 mL.

2026-08-04 opens on the measured 1735.6 mL, not the expected 1736.0 mL, so a small liquid variance never compounds.

A daily variance of a few tenths of a mL is ordinary measuring loss. A day like minus 4.2 mL deserves the same investigation a missing tablet would get.

RECONCILED BY (PRINT NAME)

SIGNATURE

DATE

PAGE ____ OF ____

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