

CONTROLLED SUBSTANCES INITIAL/BIENNIAL INVENTORY FORM

Instructions: The DEA requires a physical inventory of all controlled substances to be conducted every two years for each registered location. The inventory may be taken on any date within two years of the previous inventory date. All records of inventory must be kept on file. DEA also requires that an initial inventory be conducted.

Schedule I and II controlled substances registration must be listed on a separate inventory record.

INVENTORY TYPE				
<input type="checkbox"/> Initial Inventory		<input type="checkbox"/> Biennial Inventory		
CONTACT INFORMATION				
Registrant Name:		Date:		Time: <input type="checkbox"/> Opening of Business <input type="checkbox"/> Close of Business
Person Completing Inventory:		Signature:		
Inventory Schedule	<input type="checkbox"/> Schedules I and II		<input type="checkbox"/> Schedules III, IV and V	
CONTROLLED SUBSTANCE INVENTORY				
(Use a separate line for each container)				
Controlled Substance	Form	Strength	Quantity	Comments
<i>Example: Ketamine HCL</i>	<i>Solution</i>	<i>100mg/mL</i>	<i>10 mL</i>	<i>Unopened</i>