

Biennial & Initial Controlled Substance Inventory Form

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. The inventory Form must be kept at least for an additional two years at the registered site after completion. This form can also serve as the Initial Inventory.

Date:	Opening of Business <input type="checkbox"/>	Close of Business <input type="checkbox"/>
Registrant:		
Registrant Address:		
DEA Registration #:		

Reference: 21 CFR 1304.04 & 21 CFR 1304.11 Inventory Requirements

Controlled Substance Name	DEA Schedule ^{1,2}	Strength/Dosage form (e.g. 10 mg tablet, 10 mg concentration per ml etc...)	# of units or volume of each finished form per Container (e.g. 100 tab bottle or 3 ml vial)	#of containers (e.g. four 100 tab bottles or six 3 ml vials)	If the substance is not in use (e.g. awaiting disposal, defective etc...) list reason and whether substance is capable of use in mfg of a controlled substance in finished form

- 1- If the container has been opened and the substance is listed in Schedule I or II, make an exact count or measure of the contents. If the substance is listed in Schedule III, IV or V, make an estimated count or measure of the contents, unless the container holds more than 1,000 tablets or capsules in which case make an exact count of the contents(CFR 1304.11(e)(3)).
- 2- Inventories of Schedule I and II controlled substances must be maintained separately from all other controlled substances inventory records. ([CFR 1304.04\(g\)](#))

	Name	Signature	Date
Inventory performed by:			
Inventory witnessed by:			