

# CONTROLLED SUBSTANCES INVENTORY RECORD

The DEA requires an initial and biennial physical inventory of all controlled substances. All records of inventory must be kept on file

Schedule I and II controlled substances must be listed on a separate inventory record from other scheduled substances.

INVENTORY TYPE				
<input type="checkbox"/> Initial Inventory		<input type="checkbox"/> Biennial Inventory		
CONTACT INFORMATION				
Registrant Name:		Date:		Time: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon/Evening
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; do not leave blanks- cross out and initial all empty blocks)				
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>

**CONTROLLED SUBSTANCE INVENTORY (Continuation Page)**

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