Controlled Substance Physical Count and Reconciliation Sheet

A dated, signed snapshot of every controlled substance on hand, checked against the expected balance.

PHARMACY NAME

DEA REGISTRATION NO.

COUNT DATE (MM/DD/YYYY)

PERIOD COVERED

COUNTED BY (PRINT NAME)

PHARMACIST IN CHARGE (PRINT NAME)

Drug (generic and brand)	Strength	Form	NDC	Sched.	Location	Expected on hand	Physical count	Variance	Investigated? notes

Declaration

The quantities above were physically counted on the date shown and compared against the expected on-hand balance calculated from this pharmacy's records. Every variance has been investigated and the outcome recorded.

COUNTED BY - SIGNATURE

DATE

Inventory (DEA): an inventory of all controlled substances on hand on the day a pharmacy starts, then a new one at least every two years, each marked as taken at the opening or the close of business (21 CFR 1304.11(a)-(c)). In an opened container, Schedule II is counted exactly; Schedules III-V may be estimated, unless the container holds more than 1,000 tablets or capsules (21 CFR 1304.11(e)(6)).

Records (DEA): every inventory and record is kept at least 2 years from its date, available for DEA inspection (21 CFR 1304.04(a)). Schedule II inventories and records are kept separate from all other records; Schedules III-V separately or readily retrievable (21 CFR 1304.04(h)). A perpetual inventory is not federally required (21 CFR 1304.21(a)).

Theft or significant loss (DEA): notify your DEA Field Division Office in writing within one business day of discovery, and file DEA Form 106 within 45 days after discovery (21 CFR 1301.76(b)).

Your state board of pharmacy may require more than these federal rules. General information, not legal or professional advice: confirm the current requirements with the DEA and your state board.

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Free template from NarcCount - narccount.ca/us - controlled-substance reconciliation software for US pharmacies