Controlled Substance Inventory - DEA Initial or Biennial Inventory

A complete and accurate record of every controlled substance on hand on the inventory date, kept at the registered location.

PHARMACY (REGISTRANT) NAME AND ADDRESS

DEA REGISTRATION NO.

INVENTORY DATE (MM/DD/YYYY)

INVENTORY (CIRCLE): INITIAL / BIENNIAL / NEWLY SCHEDULED DRUG

TAKEN AT (CIRCLE): OPENING / CLOSE OF BUSINESS

SCHEDULES (CIRCLE): II / III-V

Drug (generic and brand)	Strength	Dosage form	NDC	Sched.	Units per container	Full (sealed) containers	Opened: units counted *	Total units on hand	Notes (expired, damaged, awaiting disposal)

* In an opened container, count Schedule II exactly. Schedules III-V may be estimated, unless the container holds more than 1,000 tablets or capsules: then count exactly.
Keep Schedule II pages apart from Schedules III-V. Include expired or damaged stock awaiting disposal, with the quantity and the reason it is held. Nothing on hand on the day you start? Record that as the initial inventory.

INVENTORY TAKEN BY (PRINT NAME)

SIGNATURE

DATE

PAGE ____ OF ____

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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