# Controlled Substance Perpetual Inventory Log

One drug per sheet. Record every receipt, dispense, destruction and return to stock, and carry the balance forward.

PHARMACY NAME _____ DEA REGISTRATION NO. _____ LOCATION (SAFE / CABINET / VAULT) _____

DRUG (GENERIC AND BRAND) _____ STRENGTH _____ DOSAGE FORM _____ NDC _____ SCHEDULE (CII-CV) _____ PACKAGE SIZE _____

| Date (mm/dd/yyyy) | Rx no. / reference | Received (+) | Dispensed (-) | Destroyed or disposed (-) | Returned to stock (+) | Balance on hand | Entered by | Notes |
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SHEET COMPLETED 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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