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

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.

Scan for a fresh copy

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

Controlled Substance Perpetual Inventory Log - worked example

One drug per sheet. Every receipt, dispense, destruction and return to stock, with a running balance. A month of sample entries, and the math behind the balance.

PHARMACY NAME: Sample Pharmacy

DEA REGISTRATION NO.:

LOCATION (SAFE / CABINET / VAULT): Narcotic safe - shelf 2

DRUG (GENERIC AND BRAND): Hydromorphone HCl (Dilaudid)

STRENGTH: 2 mg

DOSAGE FORM: Tablet

NDC: 42858-122-01

SCHEDULE (CII-CV): CII

PACKAGE SIZE: 100

Date (mm/dd/yyyy)	Rx no. / reference	Received (+)	Dispensed (-)	Destroyed or disposed (-)	Returned to stock (+)	Balance on hand	Entered by	Notes
08/01/2026	Balance fwd					48	SK	Carried from previous sheet
08/04/2026	Inv. 88417	100				148	SK	Received from wholesaler
08/06/2026	Rx 4471902		20			128	MJ	
08/09/2026	Rx 4472588		12			116	MJ	
08/12/2026	Rx 4473011		30			86	SK	
08/13/2026	Rx 4473126		6			80	MJ	Filled, waiting for pickup
08/15/2026	DEA Form 41			2		78	SK	Damaged tablets, destroyed on site
08/20/2026	Rx 4474330		24			54	MJ	
08/23/2026	Rx 4474901		8			46	MJ	Partial fill
08/24/2026	Rx 4473126				6	52	SK	Not picked up, returned to stock
08/27/2026	Rx 4475602		20			32	SK	
08/31/2026	Count					32	SK	Physical count agrees, no variance

How the balance is checked

Expected on hand = balance brought forward + received + returned to stock - dispensed - destroyed. On this sheet: 48 + 100 + 6 - 120 - 2 = 32. The physical count on 08/31/2026 was 32, so there is no variance.

A variance is the difference between that expected figure and what is on the shelf. Investigate it before concluding anything: recount, then check the records behind each total for an unrecorded destruction, a dispense recorded under a different NDC, or a return to stock never entered.

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.

Scan for a fresh copy

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

Narcotic Count Sheet - Shift Change

A physical count at the moment custody passes from one staff member to another.

PHARMACY NAME _____ DATE (MM/DD/YYYY) _____ TIME OF COUNT _____

COUNTED BY (PRINT NAME) _____ SHIFT (E.G. DAY TO EVENING) _____ LOCATION (SAFE / CABINET / VAULT) _____

Drug (generic and brand)	Strength	Form	NDC	Sched.	Expected on hand	Physical count	Variance	Time counted

If anything does not match

Recount the drug before recording a variance. If it still does not match, note it below and hand it over verbally as well as on paper: a variance found at shift change is far easier to trace while the transactions behind it are still recent.

_____

_____

_____

COUNTED BY - SIGNATURE _____ TIME _____

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.

Scan for a fresh copy

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

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.

Scan for a fresh copy

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

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.

Scan for a fresh copy

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

Controlled Substance Destruction and Disposal Log

Every controlled substance that leaves stock without being dispensed, one line each, pointing to its paperwork.

PHARMACY NAME _____ DEA REGISTRATION NO. _____ YEAR _____

Date (mm/dd/yyyy)	Drug, strength and form	NDC	Sched.	Units	Reason	How it left (D/R/S)	Paperwork no.	Witnessed by (if destroyed on site)	On perpetual log (initials)

How it left: D = destroyed on site, recorded on DEA Form 41 with the two employees who witnessed the destruction. R = delivered to a reverse distributor. S = returned to the supplier or the manufacturer.

Paperwork no.: the Form 41, the DEA Form 222 or electronic order number for Schedule II, or the invoice. Stock that leaves without a dispense also needs its own entry on the drug's perpetual inventory log.

LOG KEPT BY (PRINT NAME) _____ SIGNATURE _____ PAGE ____ OF ____

Destruction on site (DEA): two employees of the pharmacy handle or observe the stock until it is rendered non-retrievable, and personally witness the destruction (21 CFR 1317.95(d)). It is recorded on DEA Form 41 with the name and signature of the two employees who witnessed the destruction (21 CFR 1304.21(e)). This log does not replace Form 41.

Other ways out (DEA): a pharmacy may also deliver controlled substances to a reverse distributor, or return them to the supplier or the manufacturer (21 CFR 1317.05(a)). Each distribution of a Schedule II substance needs a DEA Form 222 or a digitally signed electronic order, except those the rule lists (21 CFR 1305.03).

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)).

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.

Scan for a fresh copy

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