

**DEA Biennial Controlled Substance Inventory Form (Example)**

For the Use of Controlled Substances in Research

A separate initial inventory is required for each registered location. Do not submit a copy of the biennial inventory to the DEA or IBPE unless requested

Date: \_\_\_\_\_

DEA Registrant (Print Name): \_\_\_\_\_

DEA Registration Number: \_\_\_\_\_

DEA Registrant Address: \_\_\_\_\_

(As appears on DEA Form 223)

Inventory Performed by: \_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Inventory Witness: \_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Start of day

End of day

Line No. <sup>1</sup>	Drug Information <sup>2</sup>		Controlled Substance Name and manufacture/Vendor	Unopened Containers <sup>3</sup>		Opened Containers <sup>4,5,6</sup>			Finished Form <sup>7</sup>
	DEA No.	Schedule		Qty.	Container Size	Qty.	Container Size	Remaining amount	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

(1) Cross out the unused lines. Keep the biennial inventory record at the licensed-registered location. (2) Schedule I and II drugs must be separated from all other drugs or placed on a separate form. (3) Unopened containers of same substance, manufacturer, volume, and concentration can be listed together. (4) List open containers as separate line items. (5) Measure in weight (powder or crystals) or volume (liquids) or number of units (tablets or capsules). (6) For opened containers: If the substance is listed in Schedule I or II, make an exact count or measure of the contents. (7) Finished form refers to the strength and form of the item as commercially prepared.