The University of Vermont

Example Controlled Substance Inventory Form
For Controlled Substances used in UVM Research

The DEA requires a physical inventory of all controlled substances to be conducted once every two years (bi-ennially) for each registered location. The inventory may be taken on any date within two years of the previous inventory date. The inventory Form must be kept at least for an additional two years at the registered site after completion.

This form may be used for the Initial, Bi-ennial or periodic self-inventory[1].

	Opening of Business:_____Close of Business:_____
Registrant:	
Registrant Address:	
DEA Registration #:	

Reference: 21 CFR 1304.04 & 21 CFR 1304.11 Inventory Requirements

Controlled Substance Name	DEA Schedule[2, 3]	Strength/Dosage form (e.g. 10 mg tablet, \10 mg concentration per ml etc…)	# of units or volume of each finished form per Container (e.g. 100 tab bottle or 3 ml vial)	#of containers (e.g. four 100 tab bottles or six 3 ml vials)

	Name	Signature	Date
Inventory performed			
Inventory witnessed			

[1] The bi-ennial DEA inventory will review purchasing records. It is strongly recommended that PI's also match usage log to purchasing records during any periodic self-inventory.

[2] If the container has been opened and the substance is listed in Schedule I or II, make an exact count or measure of the contents. If the substance is listed in Schedule III, IV or V, make an estimated count or measure of the contents, unless the container holds more than 1,000 tablets or capsules in which case make an exact count of the contents (CFR 1304.11(e)(3)).

[3] Inventories of Schedule I and II controlled substances must be maintained separately from all other controlled substances inventory records. (CFR 1304.04(g)).

Please note: Controlled substances awaiting disposal must be included in your inventory as long as they remain in your possession. The reason for the substance being maintained by the registrant and whether such substance is capable of use in the manufacture of any controlled substance in finished form should be documented in the inventory.