



Environmental Health and Safety  
**Controlled Substances Used in Research Program**

**DEA Biennial Controlled Substance Inventory Form**

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

DEA Registration Number: \_\_\_\_\_ DEA Registrant Address: \_\_\_\_\_  
 (As it appears on the license)

Inventory Performed By: \_\_\_\_\_  
 Print Name Signature

Inventory Witnessed By: \_\_\_\_\_  
 Print Name Signature

Inventory Completed at start of business day

Inventory Completed at end of business day

No. <sup>1</sup>	Drug Name <sup>2</sup>	Concentration or Form <sup>7</sup>	CS Schedule	DEA #(4 digit) <sup>8</sup>	Unopened Containers <sup>3</sup>		Opened Containers <sup>4,5,6</sup>		
					Qty.	Container Size	Qty.	Container Size	Remaining Amount
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

(1) Cross out any unused line(s). 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.

(8) [https://www.deadiversion.usdoj.gov/schedules/orangebook/c\\_cs\\_alpha.pdf](https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf)