



# FAU Controlled Substance Inventory Form

Initial   
  General   
  Annual   
  Closing

- Print clearly in ink only
- Retain for 2 years following the last entry.

A physical inventory of all controlled substances is required to be conducted: 1) When the initial DEA Registration is received by the registrant; 2) Annually as required by EH&S; and 3) When the registrant closes out their DEA registration. The annual inventory may be taken on any date within 12 months of the previous inventory date. A separate inventory for each location must be performed on the date the registrant ends any activity covered by their registration. A closing inventory must be taken for any scheduled substance that was previously listed on any schedule. The inventory form must be kept at least for an additional two years at the registration site after completion.

Date:	<input type="checkbox"/> Start of Day	<input type="checkbox"/> Close of Day
Registrant:		
Registrant Address:		
DEA Registration #:		

Reference: 21 CFR 1304.04 & 21 CFR 1304.11

Controlled Substance Name	DEA Schedule <sup>1</sup>	Strength/Dosage form (e.g. 10 mg tablet; 10 mg/ml)	# 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)	If the substance is not in use (e.g. awaiting disposal, defective, etc.) list reason

<sup>1</sup>Inventories of Schedule I and Schedule II controlled substances must be maintained separately from all other controlled substances inventory records

	Name	Signature	Date
Inventory performed by*:			
Inventory witnessed by*:			

\*Both a person to perform the inventory and a witness are required.