Controlled Substances Biennial Inventory Form

Occupational Health & Safety, UAB

The Biennial Inventory is a requirement of the Federal Drug Enforcement Administration (21 CFR 1304.11). Please return a copy of this form to the Controlled Substances Manager at OH&S by mail (445 CH19) or fax (934-7487).

Principal Investigator name: ________________________________ Department: ______________________

Controlled Substances storage location: Building: ____________________ Room: ______________________

Instructions: List all Controlled Substances in possession as of the close of business on _________________. List open containers as separate line items. Unopened containers of same substance, manufacturer, volume, and concentration can be listed together. Fill out separate forms for each CSUA.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Unopened Containers</th>
<th>Opened Containers</th>
<th>Control Substance Name</th>
<th>Drug Code &amp; Schedule*</th>
<th>Finished Form‡</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty Container size</td>
<td>Qty Remaining amount*</td>
<td>Container size</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By signing below, I agree the information listed here represents the actual amount of controlled substances existing in inventory as of the close of business on ________________ (Biennial Inventory Date).

Principal Investigator signature: ________________________________ Date: __________

For list of Controlled Substances visit: [http://www.deadiversion.usdoj.gov/schedules/alpha/alphabetical.htm](http://www.deadiversion.usdoj.gov/schedules/alpha/alphabetical.htm)

* Measure in weight (powder or crystals) or volume (liquids) or number of units (tablets or capsules). For opened containers: If 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 an exact count must be made.

* For DEA Drug Code and Schedule number, refer to DEA Controlled Substances website (above). DEA Drug Code is a 4-digit number. Controlled Substance Schedule number is expressed in Roman numerals, I through V; N denotes the item is non-narcotic and only applies to schedules II and III.

‡ Finished Form refers to the strength and form of the item as commercially prepared.