

# Biennial Narcotic Reconciliation

## Controlled Substance Physical Inventory

The DEA requires a physical inventory of all controlled substances to be conducted every two years 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 can also serve as the Initial Inventory. Separate forms must be used for CDS II and CDS III – V.

Circle:                      Biennial    Initial

Registrant name: \_\_\_\_\_

Center Name: \_\_\_\_\_

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

\_\_\_\_\_

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

A physical inventory was taken at the **start / end** (circle) of the workday on \_\_\_\_\_ for all controlled substances at this location. The following represents products and quantity on hand at the date and time listed above.

Circle:                      **Schedule II**    **Schedule III-V**

DRUG	STRENGTH	FORM	AMOUNT

Inventory performed by:

\_\_\_\_\_

Print Name and Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name and Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date