# 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 for two additional years at the registered location after completion.

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| --- | --- | --- |
| Date: | Start of day End of day | |
| Registrant: | | DEA Registration #: |
| Registrant Address: | | |

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| --- | --- | --- | --- | --- | --- |
| Controlled Substance Name | DEA Schedule1,2 | Concentration | Container Volume | Container Quantity | Container Unit Type (vial, syringe, etc.) |
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1. 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)).
2. Inventories of Schedule I and II controlled substances must be maintained separately from all other controlled substances inventory records.

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