

West Virginia University

Use of Controlled Substances in Research

Initial Controlled Substance Inventory Form

When issued a DEA registration, a registrant must take an initial inventory, which is an actual physical count of all controlled substances in their possession. If there are no stocks of controlled substances on hand, the registrant should make a record showing a zero inventory. Keep the initial inventory record at the licensed-registered location.

DEA Registrant's Name:	DEA Registration #:
Department:	Title:
DEA Registrant Address (as appears on DEA Form 223) (Street, City, Zip code):	
Building:	Room:
Date of Inventory:	<input type="checkbox"/> Start of Day <input type="checkbox"/> End of Day

If the substance is listed in Schedule I or II, make an exact count or measure of the contents (21 CFR 1304.11 paragraph (e)(6)(i))

If the Substance is listed in Schedules III-V, make an estimated count or measure the contents, unless the container holds more than 1,000 tablets or capsules in which case, he/she must make an exact count of the contents (21 CFR 1304.11 paragraph (e)(6)(ii))

Controlled Substance Name	DEA Schedule (I-V)	WVU Inventory Number(s)	Form (liquid, powder, tablets, etc.)	Concentration / Strength	Number of Containers	Container Volume	Total Quantity

I certify that the above inventory is complete and accurate as specified in 21 CFR 1304.11:

Inventory Performed By: _____ (Print Name)

_____ (Sign name)

Date: _____

Inventory Witness: _____ (Print Name)

_____ (Sign name)

Date: _____

