



APPENDIX E

CONTROLLED SUBSTANCES PERIODIC INVENTORY LOG (Recommended Monthly)

Controlled Substance	Controlled Substance Schedule Number	Total Inventory Quantity* (including concentration for solutions, finished form of the substance, number of dosage units – e.g., 100 tablet bottle, and number of total containers for each)	Reason for Substance Being Maintained	Physical Inventory Matches Usage Log (check if “yes”; if “no,” describe discrepancy and notify RLSS)

*For Schedule III-V, identify total quantity of the substance to the nearest metric unit weight/volume of the total number of units; for Schedule I & II, perform an exact count of measure of quantity.

DEA Registrant:	Building/Laboratory/Room Number:
Phone:	E-mail:
Inventory Date: Conducted at Beginning or Close of Business?	Inventory recorded by (Print/Signature):