

COLUMBIA UNIVERSITY

CONTROLLED SUBSTANCES BIENNIAL INVENTORY FORM*

DEA Registrant Name: _____ DEA Registration # _____ NYSDOH License # _____

Date of Inventory: _____ Time of Inventory: _____ (must be taken at start or end of business day)

	Name of Controlled Substance	Form of Controlled Substance (e.g., tablet, capsule, solution, etc.)	Concentration per unit or container (e.g., 10mg/tablet, 10 mg/ml, etc.)	Number of units per container or package volume** (e.g., 100 ml bottle or 20 capsule blister pack, etc.)	Total number of containers (e.g., 4 x 100-tablet bottles, 6 x 3ml vials, 2 x 20 capsule blister packs, etc.)	Total content of all packages	Additional Information (NDC #, Lot #, Expiration Date, Internal reference #)
1st substance inventoried **							
2nd substance inventoried							
3rd substance inventoried							
4th substance inventoried							
5th substance inventoried							

*Biennial inventory must be taken every 2 years from the initial receipt of controlled substances and subsequently within 2 years of the previous biennial inventory (DEA Title 21 CFR, Section 1310.11 and NYCRR Title 10, Section 80.112).

**All closed/intact containers or packages of the same controlled substance (i.e., form, concentration, etc) may be inventoried together as a single entry. Containers or packages that have had substances removed (i.e., for use, transfer or disposal), must be inventoried as a separate entry from closed/intact containers.

Notes:

Biennial Inventory Forms must be maintained for at least 5 years from the date of last purchase or transfer
All entries must be made in English
Do not use abbreviations, except for standard units of measure