DATE: April 25, 2025

TO: Controlled Substances Users

FROM: Terra Haddad and Mitch Crews, Controlled Substance Program

RE: Biennial Inventory **June 27th**

Each Principal Investigator or authorized laboratory contact must conduct a biennial inventory of all existing stocks of controlled substances in their possession as required by federal regulation. Faithful compliance helps assure that UCSC can maintain registration with the DEA. EH&S will provide the biennial inventory form (attached). The inventory must include the following information for each controlled substance:

* Number of opened and unopened containers.
* Container size (unopened) or remaining amount (opened). Specify the number of units or volume of the finished form in each unopened container (e.g., 100 tablet bottle or 3 ml vial). Remaining amount is determined as follows:
	+ For Schedule II, an exact count or measure of the contents.
	+ For Schedule III, IV, or V, an estimated count or measure of the contents unless the container holds more than 1,000 tablets or capsules, in which case an exact measure of the contents must be made.
* Controlled substance name.
* Drug code and schedule (contact EH&S for assistance if needed).
* Finished form (e.g., 10 mg tablet or 10 mg/ml).

For expired or unused substances awaiting disposal, note the purpose the substance is being maintained by the researcher. This can be entered in the finished form column.

For diluted solutions, list under opened containers and include the finished form quantity or concentration (estimate) and volume.

Our web site has more information on the program:

<http://ehs.ucsc.edu/programs/research-safety/controlled-substances/index.html>

List all Controlled Substances in possession as of the close of business on June 27, 2025.

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Controlled Substances Biennial Inventory Form

Click or tap to enter a date.

The Biennial Inventory is a requirement of the Federal Drug Enforcement Administration (21 CFR 1304.11). Please retain a copy and return this form to the Prog

ram Administrator at EH&S via email, campus mail (EH&S Trailer) or fax (9-3209).

Principal Investigator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Controlled Substances storage location:

Instructions: List all Controlled Substances in possession as of the close of business on Click or tap to enter a date..

List open containers as separate line items. Unopened containers of the same substance, manufacturer, volume, and concentration can be listed together on the same line. Fill out separate forms for each storage location.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Line Item | Unopened Containers | Opened Containers | Controlled Substance Name | Schedule[[1]](#footnote-1)  | Finished Form[[2]](#footnote-2) |
|  | Qty | Container size | Qty | Remaining amount[[3]](#footnote-3)  | Container size  |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |

Number of completed line items in table: (write “Zero” if none)

By signing below, I agree the information listed here represents the actual amount of controlled substances existing in inventory as of the close of business on Click or tap to enter a date. (Biennial Inventory Date).

Principal Investigator signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For DEA Schedule number, refer to the DEA Controlled Substances website. DEA Drug Code is a 4-digit number that may be recorded in lieu of the name. Controlled Substance Schedule number is expressed in Roman numerals, I through V; N denotes the item is non-narcotic. [↑](#footnote-ref-1)
2. Finished Form refers to the strength and form of the item as commercially prepared. For opened containers, list a reason as W=waste, R=research use, D= Diluted. [↑](#footnote-ref-2)
3. Measure in weight (powder or crystals) or volume (liquids) or number of units (tablets or capsules). Opened containers: Substances listed in Schedule I or II, make an exact count or measure of the contents. Substances 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 an exact count must be made. [↑](#footnote-ref-3)