UCSB Controlled Substances Inventory Form

Controlled Substance Program – Environment, Health & Safety
■805-893-8787 | ■805-893-8659 | ■ ehs.ucsb.edu | Mail Code: 5132

Section 1 – Registration & Storage Information

Principal Investigator	
Department	
Storage Location	

Section 2 – Inventory Instructions

Who must submit: Registration holders on initial use of controlled substances and at least every two years thereafter.
Where to submit: EH&S; Controlled Substances Program Manager (MC 5132) or fax to 805-893-8659.
Listing guidelines: Include all controlled substances in possession, including those awaiting disposal. Opened containers: List as separate items (Quantity = 1). Unopened identical containers: Same substance, manufacturer, volume, and concentration can be grouped. Separate form for each storage location. **Counting rules:** Schedule I & II: Exact count/measurement. Schedule III–V: Estimated count, unless over 1,000 units (then exact).

Section 3 – Inventory Table

Line	Qty	Opened / Unopened	Remaining Amount*	Container size	Controlled Substance Name	Drug Code & Schedule+	Finished Form‡
1							
2							
3							
4							
5							

Section 4 – Certification

I certify that the inventory above reflects the actual amount of controlled substances in possession as of the close of business on: _____

Inventory Conducted By: _____
Registration Holder Signature: _____ **Date:** _____

Legend:
* Measured in weight (powder/crystals), volume (liquids), or units (tablets/capsules).
+ DEA Drug Code: 4-digit number. Schedule: Roman numerals I–V; "N" denotes non-narcotic (applies to II & III).
‡ Finished Form: Commercial strength/form (e.g., 5 mg tablet, 10 mL vial).