

## **Controlled Substances Inventory List Instructions**

**Fill in the Company Name, Address, City, State, Zip Code, and Phone Number**

**DEA Registrant #:**

Fill in the registrant # of the person or company under which the controlled substance were purchased or manufactured.

**Substance/Strength:**

Fill in the name of the substance and the strength.

Examples: mg/ml, ml/l, g/l, etc.

**Schedule (I – V):**

Indicate the schedule number (I-V). If unable to provide a schedule number, please leave it blank and DLD will determine the schedule number.

**National Drug Code (NDC):**

Indicate the National Drug Code. This number can be found on the side of the controlled substance packaging. This number represents the manufacturer (e.g., Pfizer, Eli Lilly), product (e.g., morphine, codeine), form (e.g., powder, pills, liquid), and dosage. Example: 37658-986-09. If the substance is from research development there may not be a code. Please indicate N/A or research material.

**Number of Containers:**

Indicate the number of containers.

**Container Type:**

Indicate the type of container.

Example: bottle, bag, vial, syringe, box, drum, etc.

**Container Size:**

Indicate the size of container.

Example: 10 ml vial.

**Actual Amount:**

Indicate the total amount of material in the container(s).