



#	Question	Yes	No	N/A	Comments
1	Does the registrant possess a current DEA registration?				
2	Does the registrant possess a current IBOP CSR registration?				
3	Does the registrant possess a current written list of authorized users under the registration?				
4	Does the registrant possess documentation indicating a designee authorized to order CS on his/her behalf?				
5	<p>Are the physical security controls for the storage area that contain/hold any controlled substance in compliance with the following:</p> <ul style="list-style-type: none"> • Schedule I - II substances stored in a locked approved safe, steel cabinet, or vault that is secured to the wall or floor and equipped with an alarm system, when instructed by DEA. • Schedule III-V substances stored in locked, substantially constructed cabinet. • Storage cabinets equipped with key-locked doors with separate keys. • Access/key to approved storage cabinet/safe maintained under the control of the registrant and/or designated authorized users. • Keys/access to secured storage removed from personnel no longer listed on the authorized user list. • Location of the safe or cabinet has limited access during normal work hours and is secured after hours. 				
6	<p>Are all inventory records maintained and readily retrievable on site for 24 months, including the following:</p> <ul style="list-style-type: none"> • DEA Form 222s for Schedule I-II substances (used, voided and unused). • CS dispense records complete and accurate and all entries legible without use of pencil. 				



Procedure Checklist

	Initial inventories taken reflect if they were taken at the opening or close of the business day. Perpetual balance entries are calculated correctly (mathematically correct) for each substance. The perpetual balance for the CS accurately match the supply on-hand.				
7	Are all records and inventories of Schedule I and II controlled substances kept separately from those of schedule III-V?				
8	Are Blank DEA Form 222s for Schedule I-II substances kept in a secure location?				
9	Has a Biennial (every 2 year) inventory been conducted within the last 24 months?				
10	For all drugs in current inventory and for all drugs used since last biennial inventory, is there: <ul style="list-style-type: none"> • A record of purchase or invoice, including name, address & DEA registration number of supplier. • The name, concentration or weight, dosage form, and quantity of CS received. • Signature and date received handwritten on invoice. 				
11	Can every container purchased be accounted for?				
12	Are only the registrant or authorized designee placing orders for controlled substances (schedule I & II must be placed only by the registrant)?				
13	For schedule I & II substances, has CS receipt been recorded on copy of Form 222?				
14	Are expired CS clearly labeled and segregated from non-expired drugs?				
15	Are expired CS secured in a suitable cabinet or safe?				
16	Are there any documented situations of unaccounted losses or potential diversion of product? <ul style="list-style-type: none"> • If yes, was it reported to RMS, the local DEA Office, and IBOP? • If yes, was a DEA Form 106 filed? 				



17	Are proper procedures followed for disposal of expired and unwanted drugs, including the following: <ul style="list-style-type: none">• DEA Form 41 submitted to DEA prior to disposal.• Disposal documented by signature of two witnesses and RMS included in the process.• Disposal witnessed by a NDSP officer.• Copy of DEA Form 41 returned to DEA.• Records of disposal retained for 24 months.				
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