

Checklist of Controlled Substance Forms to be Submitted & Retained

Document	Frequency of Completion	Submitted with Application	Record Retention Requirement	Submitted to RMS
Purchasing records of all CS received	Perpetual		≥ 2 yrs	
Receipt/invoice with handwritten date for each order	Perpetual		≥ 2 yrs	
Record of DEA Form 222 use (Schedules I & II only)	Perpetual		≥ 2 yrs	
CS administered/dispensed logs (one per CS)	Perpetual		≥ 2 yrs	
Complete CS inventory	At least biennially		≥ 2 yrs	
List of authorized users/individuals with CS access	At least annually	X	≥ 2 yrs	X
Application or renewal form(s)	Upon renewal*	X		X
List of CS type and quantity to be stored on site (formulary) organized by schedule number	Upon renewal*	X		X
IACUC protocol, IBU protocol, or 1 pg summary of research methods/objectives	Upon renewal*	X		X
Protocol for CS monitoring/storage/access/etc.	Upon renewal*	X		X
Registrant's curriculum vitae	Upon renewal*	X		X
Drug codes for Schedule I & II substances	Upon renewal*	X		X
Explanation/resolution details for "yes" on criminal history questions (if applicable)	Upon renewal*	X		X
Copy of relevant licenses	Upon renewal*	X	≥ 2 yrs	X
Letter detailing use/storage/access controls	Upon renewal*	X	≥ 2 yrs	X
Statement of knowledge of policies & Forms 41 & 106	Upon renewal*	X	≥ 2 yrs	X
Authorization for ordering designee (if applicable)	Upon renewal*	X	≥ 2 yrs	X

Authorization for receiving designee (if applicable)	Upon renewal*	X	≥ 2 yrs	X
DEA Form 41 for disposal	As needed		≥ 2 yrs	X
DEA Form 106 for theft or loss	As needed		≥ 2 yrs	X
Change in registration documentation (name, address)	As needed		≥ 2 yrs	X
Initial CS inventory (volumes = 0)	Once		≥ 2 yrs	
Termination of registration documentation (if applicable)	Once, if needed		≥ 2 yrs	X
Training records for all applicable personnel	Initially and as needed		30 yrs plus current	X

*The phrase “upon renewal” means upon initial application for or renewal of registration or licensing.