

# DEA READY BINDER

Find the forms listed below at our [website](#)

**\*Controlled Substance (CS) I and II records should be kept separate from CS III to IV records**

Registration Information Section	In Binder (Yes/No)
Current DEA Registration	
Any and all State/Local licenses (Georgia Board of Pharmacy license, Certificate of Occupancy if applicable)	
Emory University Employee and Agent Screening Statement ( <a href="#">Form 3</a> )	
Controlled Substance Authorized User Signature Log ( <a href="#">Form 4</a> )	
Supplier List (Name, DEA #, Address, Phone Number)	
Destruction Company Info (Name, DEA #, Address, Phone Number)	
Due Diligence Policy (SOP for detecting, preventing, reporting drug diversion)	
POA for anyone who signed CSOS or DEA 222 records ( <a href="#">Form 10</a> ) a) Form 10 - POA b) Termination of POA when employee is released from position. c) CSOS certificate and POA authorization (do NOT store PIN #s in binder)	

Security Section	In Binder (Yes/No)
Room Floor Plan (drawing/layout of room)	
Written description of room security (room access)	
Any safe/cabinet information (dimensions, Lock info, picture of storage unit)	
Controlled Substance Access Log ( <a href="#">Form 2</a> )	
Security Contract Information (If Applicable)	
Alarm Zone Key if applicable (Must be updated when system is updated)	
Name and Address of Company that conducts Background Check	
Name and Address of Company that conducts Drug Screening	

Records Section (Tabs are recommended for each area so that the documents are easy to find during an audit)	In Binder (Yes/No)
<b>Inventories</b>	
Initial Inventory (if Registration approved within the last 2 years)	
Biennial Inventories within the last 2 years (each inventory must have date, BOB or COB, and 2 witnesses preferably) (Form 6)	
<b>Theft Loss Reports</b>	
Theft/Loss Reports (DEA Form 106) and any Controlled Substance Discrepancy Forms ( <a href="#">Form 5</a> )	
<b>Purchases</b>	
Order/Receipt Logs for Schedule I&II ( <a href="#">Form 8</a> ) Keep DEA Form 222's or printouts from CSOS with each Form 8	
Order/Receipt Log for Schedules III - V ( <a href="#">Form 9</a> ) Keep invoices with each Form 9	
<b>Sales&gt;Returns</b>	
CI-CII DEA Form 222	
CIII-V Invoices from Registrant to Purchaser	
<b>Current Use and Disposition Logs</b>	
Current Use and Disposition Logs ( <a href="#">Form 7</a> ) Keep CI-II separate from CIII-V	
Controlled Substance Dilution Use Log ( <a href="#">Form 11</a> ) Keep CI-II separate from CIII-V	
Controlled Substance Obtained Through a Prescription Use and Disposition Log Prescription ( <a href="#">Form 13a</a> )	
<b>Destruction Records</b>	
CI-II – Destruction 222's from reverse distributor	
CIII-V Invoice Destruction records from reverse distributor	
Controlled Substance Obtained Through a Prescription Disposal Log Prescription ( <a href="#">Form 13b</a> )	
<b>Dilution Logs (If Applicable)</b>	
CI-CII Controlled Substance Dilution Use Log ( <a href="#">Form 11</a> )	
CIII-V Controlled Substance Dilution Use Log ( <a href="#">Form 11</a> )(must be separate from CI-II records)	
<b>Returned 222's from Supplier</b>	
Unaccepted 222's from supplier – must have the original returned copy of the 222 attached to the form from supplier stating why the 222 form was returned	
<b>Voided 222's</b>	
All voided 222's must be kept	

# GDNA READY BINDER

Find the forms listed below at our [website](#)

**\*Dangerous & Prescription Drug records should be kept separate from Controlled Substance records**

Registration Information Section	In Binder (Yes/No)
Copy of your current Georgia Board of Pharmacy License	
Copy of your protocol	
Emory University Employee and Agent Screening Statement (form 3)	
Supplier List	

Security Section	In Binder (Yes/No)
Room Floor Plan (drawing/layout of room)	
Written description of room security (room access)	
Dangerous Drug Authorization Log ( <a href="#">Form A</a> )	
Any safe/cabinet information (dimensions, Lock info, picture of storage unit)	
Security Contract Information (If Applicable)	
Alarm Zone Key if applicable (Must be updated when system is updated)	
Name and Address of Company that conducts Background Check	
Name and Address of Company that conducts Drug Screening	

Records Section (Tabs are recommended for each area so that the documents are easy to find during an audit)	In Binder (Yes/No)
Purchases	
Dangerous Drug Order/Receipt Log ( <a href="#">Form B</a> )	
Current Use and Disposition Logs	
Dangerous Drug Use & Disposition Log ( <a href="#">Form C</a> )	
Isoflurane Current Use and Disposition Log ( <a href="#">Form D</a> )	
Theft Loss Reports	
Dangerous Drug Discrepancy Form ( <a href="#">Form E</a> )	
Dilution Logs	
Dilution Logs for Dangerous Drugs (Form F)	