# Working Instructions Form 9: Schedule III-V Controlled Substance Receiving Log

# Definitions:

1. Controlled substance - The Controlled Substances Act (CSA) places all substances that were in some manner regulated under existing federal law into one of five schedules.  This placement is based on the substance’s medical use, potential for abuse, and safety or dependence liability.  More information can be found in [Title 21 United States Code (USC) Controlled Substances Act](https://uscode.house.gov/view.xhtml;jsessionid=2C85B8DEBFB1BB15A7D31E29A34C3DAA?req=granuleid%3AUSC-prelim-title21&saved=%7CZ3JhbnVsZWlkOlVTQy1wcmVsaW0tdGl0bGUyMS1zZWN0aW9uODAx%7C%7C%7C0%7Cfalse%7Cprelim&edition=prelim) [Alphabetical List of Controlled Substances](https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf)
2. Registrant – A person licensed and registered with DEA to distribute, manufacture, administer, dispense, import, or export a controlled substance.

# Box 1 Instructions: Registration Information

1. Complete the Registrant’s Name, DEA #, and address in this section. The information must appear exactly (in its entirety) as it does on the Registrant’s DEA License.

# Box 2 Instructions: Receiving Log for all Schedule III-V Controlled Substances

1. Record each Schedule III- V controlled substance received on a separate line by concentration/strength. This form does not replace the packing slip/invoice from the supplier accompanying each order. All packing slips/invoices from the supplier should be kept in the Registrant’s DEA Ready Binder. The Registrant should also verify the controlled substances were received on the packing slip/invoice by circling the total number of containers per drug name and strength. The registrant should also sign/initial and date when the controlled substances were received.

2. Record the name of the controlled substance, the concentration/strength, volume/quantity of each container, and the drug form exactly as it appears on

the container received.

3. Record the total number of containers received.

4. Document the PO # from which the order was placed.

5. Record the date the drug was received at the registered location and the person receiving the drug in the inventory.

**Sample Form 9: Schedule III – V Controlled Substance Receiving Log**

***Note: All packing slips/invoices for Schedule III-V controlled substances received from the Supplier must be kept in the DEA Ready Binder.***

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| **Box 1: Registrant Information** | | |
| **Registrant’s Name:** Joe Smith | **DEA #:** RS1234567 | **Registered Address:** 123 Main Street, Room 123, Atlanta, GA, 30325 |

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| **Box 2: Receiving Log for all Schedule III - V Controlled Substances** | | | | | | | |
| **Name of the Controlled Substance** | **Concentration/Strength** | **Volume/Quantity of each container** | **Drug Form** | **Number of Containers** | **PO #** | **Date Received** | **Name of Person Receiving the C/S** |
| Buprenorphine HCL | 0.3mg/ml | 1ml | liquid | 20 | PO1263749 | 07/01/23 | Joe Smith |
| Ketamine HCL | 100mg/ml | 10ml | liquid | 10 | PO1263749 | 07/01/23 | Joe Smith |
| TESTOSTERONE CYPIONATE USP | 100 | 5 grams | powder | 1 | PO8458489 | 07/15/23 | Joe Smith |
| Euthasol | 390mg | 100 ml | liquid | 10 | PO8548984 | 07/25/23 | Joe Smith |
| Lorazepam | 1mg | 100 | tablets | 1 | PO8548984 | 07/25/23 | Joe Smith |
|  |  | SAMPLE |  |  |  |  |  |
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**Form 9: Schedule III – V Controlled Substance Receiving Log**

***Note: All packing slips/invoices for Schedule III-V controlled substances received from the Supplier must be kept in the DEA Ready Binder.***

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| **Box 1: Registrant Information** | | |
| **Registrant’s Name:** | **DEA #:** | **Registered Address:** |

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| **Box 2: Receiving Log for all Schedule III - V Controlled Substances** | | | | | | | |
| **Name of the Controlled Substance** | **Concentration/Strength** | **Volume/Quantity of each container** | **Drug Form** | **Number of Containers** | **PO #** | **Date Received** | **Name of Person Receiving the C/S** |
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