**Controlled Substances Disposal Log**

**DEA Registrant: DEA Registration #:**

**Storage Cabinet Location: Schedule(s)1:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot # or Tracking#** | **Drug and**  **Concentration** | **Amount**  **Disposed** | **Reason for**  **Disposal** | **Disposal Route2** | **DEA # of recipient4** | **Returned**  **Date** | **Returned by**  **(Print name)** | **Returned by**  **(Signature)** |
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1Disposal Logs for Schedule I & II must be maintained separately from Schedules III-V

2If disposal is conducted by any manner other than return to supplier or reverse distributor, circumstances should be fully described and documented

3RD = Reverse Distributor

4DEA number of the RD3 or supplier who will be accepting the substances for disposal

Instructions: When substance has expired or is no longer usable or needed, add to this log and store separately from other inventory. Record disposal information when disposal occurs. Maintain completed form in records for at least two years and date of last transaction.