

Controlled Substance Perpetual Inventory Log

One drug per sheet. Record every receipt, dispense, waste and return, and carry the balance forward.

PHARMACY NAME

ACCREDITATION NO.

LOCATION (SAFE / VAULT / CABINET)

DRUG (GENERIC AND BRAND)

STRENGTH

DOSAGE FORM

DIN

PACK SIZE

Date (yyyy-mm-dd)	Rx no. / reference	Received (+)	Dispensed (-)	Wasted or destroyed (-)	Returned (+)	Balance on hand	Entered by	Checked by	Notes

SHEET COMPLETED BY (PRINT NAME)

SIGNATURE

DATE

PAGE ____ OF ____

Retention: in Ontario, pharmacy patient and dispensing records must be kept at least 10 years (O. Reg. 264/16 s. 21). Federally, at least 2 years, under a separate regulation for each class of drug: narcotics (Narcotic Control Regulations s. 40.1), Part G controlled drugs (Food and Drug Regulations s. G.03.010), and targeted substances (Benzodiazepines and Other Targeted Substances Regulations s. 75).

Cadence: the Ontario College of Pharmacists expects narcotics and controlled substances to be reconciled at least every six months. Nova Scotia and Prince Edward Island are stricter, reconciling narcotics and controlled drugs monthly. Alberta, British Columbia, Saskatchewan, Manitoba, and Newfoundland & Labrador generally require reconciliation every three months.

General information, not legal or professional advice. Confirm the current requirements with your provincial college and Health Canada.