

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.

Controlled Substance Perpetual Inventory Log - worked example

One drug per sheet. Every receipt, dispense, waste and return, with a running balance. A month of sample entries, and the arithmetic behind the balance.

PHARMACY NAME
Bayview Pharmacy

ACCREDITATION NO.
301234

LOCATION (SAFE / VAULT / CABINET)
Narcotic safe - shelf 2

DRUG (GENERIC AND BRAND)
Hydromorphone HCl (Dilaudid)

STRENGTH
2 mg

DOSAGE FORM
Tablet

DIN
00125083

PACK SIZE
100

Date (yyyy-mm-dd)	Rx no. / reference	Received (+)	Dispensed (-)	Wasted or destroyed (-)	Returned (+)	Balance on hand	Entered by	Checked by	Notes
2026-08-01	Balance fwd					48	SK	AP	Carried from previous sheet
2026-08-04	Inv. 88417	100				148	SK	AP	Received from Kohl & Frisch
2026-08-06	Rx 4471902		20			128	MJ	SK	
2026-08-09	Rx 4472588		12			116	MJ	SK	
2026-08-12	Rx 4473011		30			86	SK	AP	
2026-08-14	Rx 4472588				6	92	SK	AP	Patient return - quarantined
2026-08-15	Dest. log p.7			6		86	SK	AP	Witnessed destruction of return
2026-08-20	Rx 4474330		24			62	MJ	SK	
2026-08-23	Rx 4474901		8			54	MJ	SK	Partial fill
2026-08-27	Rx 4475602		20			34	SK	AP	
2026-08-31	Count					34	SK	AP	Physical count agrees - no variance

How the balance is checked

Expected on hand = balance brought forward + received + returned - dispensed - wasted or destroyed.

On this sheet: $48 + 100 + 6 - 114 - 6 = 34$. The physical count on 2026-08-31 was 34, so there is no variance.

A variance is the difference between that expected figure and what is actually on the shelf. Investigate it before concluding anything: recount, then check the records behind each total for an unlogged destruction, a dispense recorded under a different DIN, or a transaction dated just outside the window.

SHEET COMPLETED BY (PRINT NAME)

SIGNATURE

DATE

PAGE ____ OF ____

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Narcotic Count Sheet - shift change

A witnessed physical count at the moment custody passes from one staff member to another. Both sign.

PHARMACY NAME

DATE (YYYY-MM-DD)

TIME OF COUNT

OUTGOING STAFF MEMBER (PRINT NAME)

INCOMING STAFF MEMBER (PRINT NAME)

LOCATION (SAFE / VAULT / CABINET)

Drug (generic and brand)	Strength	Form	DIN	Expected on hand	Physical count	Variance	Out. initials	In. initials

If anything does not match

Recount the drug before recording a variance. If it still does not match, note it below and hand it over verbally as well as on paper - a variance found at shift change is far easier to trace while the transactions behind it are still recent.

OUTGOING - SIGNATURE

INCOMING - SIGNATURE

PHARMACIST VERIFYING (IF DIFFERENT)

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Controlled Substance Physical Count and Reconciliation Sheet

A dated, signed snapshot of every controlled substance on hand, checked against the expected balance.

PHARMACY NAME

ACCREDITATION NO.

COUNT DATE (YYYY-MM-DD)

PERIOD COVERED

COUNTED BY (PRINT NAME)

SECOND COUNTER / WITNESS

PHARMACIST RESPONSIBLE

Drug (generic and brand)	Strength	Form	DIN	Location	Expected on hand	Physical count	Variance	Investigated? notes

Declaration

The quantities above were physically counted on the date shown and compared against the expected on-hand balance calculated from this pharmacy's records. Every variance has been investigated and the outcome recorded.

COUNTED BY - SIGNATURE

WITNESS - SIGNATURE

PHARMACIST - SIGNATURE

DATE

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Controlled Substance Inventory Form - periodic inventory

The dated inventory taken at a fixed interval, filed alongside the perpetual log kept between intervals.

PHARMACY NAME AND ADDRESS

ACCREDITATION NO.

INVENTORY DATE

INVENTORY TAKEN (CIRCLE): OPENING / PERIODIC / CLOSING / CHANGE OF OWNERSHIP

TIME INVENTORY BEGAN

TIME COMPLETED

Drug (generic and brand)	Strength	Dosage form	DIN	Pack size	Full packages	Part packages (units)	Total units on hand	Counted by

Keep this form with the reconciliation it belongs to

An inventory form is the dated snapshot. The perpetual log is the running record kept between snapshots. An inspector will usually ask to see both, and to see how any variance between them was resolved.

INVENTORY TAKEN BY - SIGNATURE

WITNESS - SIGNATURE

PHARMACIST RESPONSIBLE - SIGNATURE

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