# 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 | Notes |
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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, narcotic and controlled-substance records must be kept at least 2 years (Controlled Substances Regulations s. 123(1), in force October 1, 2026; it replaced Narcotic Control Regulations s. 40.1, Food and Drug Regulations s. G.03.010 and Benzodiazepines and Other Targeted Substances Regulations s. 75, which set the same 2 years).

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.

Free template from NarcCount - narccount.ca - narcotic reconciliation software for Canadian pharmacies

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