



**Attachment D**

**Harvard University  
CONTROLLED SUBSTANCES BIENNIAL  
INVENTORY FORM**

<b>Controlled Substance</b>	<b>Controlled Substance Schedule Number</b>	<b>Total Inventory Quantity* (including concentration for solutions)</b>	<b>Reason for Substance Being Maintained</b>	<b>Physical Inventory Matches Usage Log (check if "yes"; if "no," describe discrepancy and bring to attention of dept. administrator)</b>

- \* For Schedule III-V, identify total quantity of the substance to the nearest metric unit weight/volume of the total number of units; for Schedule I and II, perform an exact count of measure of quantity.
- \* Please make note in the continuous inventory when this biennial inventory is completed. Please use a complete line to indicate in the log.

<b>Inventory Date:</b>	<b>Department/Building/Room Number:</b>
<b>Phone:</b>	<b>E-mail:</b>
<b>License Holder (Print/Signature):</b>	<b>Witnessed by (Print/Signature):</b>