



# Healthcare Controlled Substance Inventory & Security Checklist 2026

## Pre-Shift Verification & Custody Transfer

Procedures for verifying the integrity of locks, seals, and the handover of responsibility between outgoing and incoming pharmacy or nursing staff.

### Verification Date

### Shift Start Time

### Shift Type

- ☐ Day Shift
- ☐ Evening Shift
- ☐ Night Shift

### Outgoing Custodian Name

### Incoming Custodian Name

Write something...

### Outgoing Custodian Signature

### Incoming Custodian Signature

### Pre-Transfer Security Checks Completed

- ☐ Safe/Cabinet Lock Inspected
- ☐ Tamper-Evident Seals Verified
- ☐ Access Logs Reviewed

## Physical Security & Storage Inspection

Comprehensive checks for vault integrity, safe/cabinet locking mechanisms, alarm system functionality, and restricted access monitoring.

### Safe/Cabinet Lock Status

- ☐ Securely Locked
- ☐

### Security Features Inspected

- ☐ Biometric Access Scanner
- ☐ CCTV Camera Coverage
- ☐ Motion Sensors
- ☐ Reinforced Door Seals

### Observed Vulnerabilities

Write something...

### Inspection Date

Enter date...

### Security Officer Verification

## Inventory Count & Reconciliation

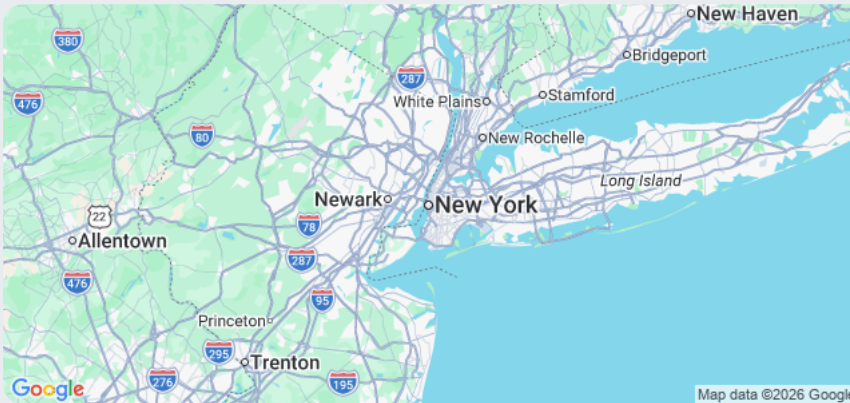
Step-by-step instructions for performing physical counts of all Schedule II-V substances and reconciling them against the Automated Dispensing Cabinet (ADC) or manual logs.

### Inventory Audit Date

Enter date...

### Audit Start Time

### Storage Unit/Vault ID

[Set My Current Location](#)

### Physical Count of Schedule II Drugs

### System/Log Recorded Quantity

### Discrepancy Variance (Difference)

### Reconciliation Status

- ☐ Match Confirmed
- ☐ Discrepancy Found
- ☐ Action Required

### Auditor Signature

### Witness/Supervisor Signature

## Documentation & Log Maintenance

Audit protocols for ensuring all usage, waste, and disposal entries are completed with required timestamps, dual signatures, and legible notations.

### Log Entry Date

### Log Entry Time

### Inventory Log Reference Number

- ☐ Daily Log
- ☐ Weekly Audit Log
- ☐ Monthly Reconciliation Log

### Drug Name & Strength

Write something...

### Quantity Verified

Enter a number...

### Authorized Custodian Signature

### Witness/Supervisor Signature

### Upload Scanned Inventory Log

 Upload File

# Drug Wastage & Disposal Protocol

Verification of the witnessed destruction process for expired or partially used controlled substances, including compliance with DEA-regulated disposal methods.

## Date of Disposal

## Time of Disposal

## Medication Name & Strength

## Quantity to be Disposed

## Disposal Method

- ☐ Chemical Neutralization
- ☐ Witnessed Destruction (Sharps Container)
- ☐ Return to Pharmacy
- ☐ Reverse Distributor Pickup

### Primary Clinician Signature

### Witness Signature

### Photo Evidence of Destruction/Waste Container

 Upload File

## Discrepancy Identification & Reporting

Standardized workflow for documenting, investigating, and escalating any-unexplained variances or missing medication incidents found during audits.

### Date of Discrepancy Discovery

Enter date...

### Time of Discrepancy Discovery

Enter time...

### Medication Name & Strength

Write something...

### Quantity Missing or Discrepant

Enter a number...

### Discrepancy Severity Level

- ☐ Low (Minor Log Error)
- ☐ Medium (Unexplained Variance)
- ☐ High (Potential Diversion/Theft)

### Detailed Description of Incident

Write something...

### Immediate Actions Taken

- ☐ Secured Storage Area
- ☐ Notified Supervisor
- ☐ Initiated Internal Audit
- ☐ Secured Surveillance Footage

**Reporting Officer Signature**

## Environmental & Temperature Monitoring

Checks for maintaining the required storage climate and temperature stability to ensure drug potency and regulatory compliance.

**Inspection Date**

**Inspection Time**

**Current Refrigerator Temperature (°C)**

**Current Freezer Temperature (°C)**

### Temperature Range Status

- ☐ Within Range
- ☐ Out of Range (Alert Required)

### Temperature Deviation Notes

Write something...

### Responsible Officer Signature

## Post-Audit Review & Regulatory Compliance

Final verification steps to ensure all 2026 regulatory standards are met and all logs are archived for potential DEA or state board inspections.

### Audit Completion Date

Enter date...

### Compliance Status

- ☐ Fully Compliant
- ☐ Minor Discrepancies Found
- ☐ Non-Compliant - Immediate Action Required

### Regulatory Standards Verified

- ☐ DEA Regulations
- ☐ State Board of Pharmacy Requirements
- ☐ Internal Policy Compliance
- ☐ Joint Commission Standards

### Summary of Findings & Corrective Action Plan

Write something...

### Auditor/Supervisor Digital Signature

### Upload Incident Report (if applicable)

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< Previous

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🏁 Finish

🔗 Generate Sample Report