VERITAS RESOURCE SERIES

VC-RS-001

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Version 1.0 | July 2026

DEA CONTROLLED SUBSTANCE INSPECTION READINESS CHECKLIST

A Practical Self-Assessment for DEA Registrants

PURPOSE

Use this checklist to evaluate key controlled substance compliance elements commonly reviewed during DEA inspections. This resource is intended to support routine internal reviews and identify areas that may require additional attention.

FACILITY INFORMATION

Facility Name: ______________________________

DEA Registration No.: ______________________________

Address: ______________________________

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Assessment Date: ______________________________

Assessment Conducted By: ______________________________

Assessment Type:

☐ Self-Assessment ☐ Internal Audit ☐ Mock Inspection

1 PHYSICAL SECURITY & ACCESS CONTROLS

- ☐ Controlled substances are stored in a secure location, and Schedule II controlled substances are maintained separately from Schedule III-V, when applicable.
- ☐ Access to controlled substances is limited to authorized personnel.
- ☐ Keys, combinations, badges, and alarm codes are restricted to authorized personnel.
- ☐ Security equipment (e.g., safes, vaults, cabinets, alarm systems and surveillance systems, if applicable) is operational.

3 INVENTORY ACCOUNTABILITY

- ☐ Physical inventory reconciles with accountability records.
- ☐ Inventory discrepancies and electronic inventory adjustments are investigated, documented, and supported by an appropriate explanation.
- ☐ Required records accurately reflect receipts, distributors, and dispositions of controlled substances.

2 DEA RECORDKEEPING

- ☐ Biennial Inventory has been completed in accordance with applicable CFR requirements.
- ☐ DEA Form 222s for the audit period are accurately completed, properly executed, and retained.
- ☐ Schedule II controlled substance records are maintained separately from Schedule III-V records.
- ☐ Controlled substance purchasing records and invoices are organized and readily retrievable.
- ☐ Required controlled substance records are maintained in accordance with applicable federal and state requirements.

4 PERSONNEL & RESPONSIBILITY

- ☐ Personnel with controlled substance responsibilities understand applicable policies and reporting procedures.
- ☐ Access to controlled substances is limited to authorized personnel.
- ☐ Individuals responsible for controlled substance oversight have been identified.

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DEA CONTROLLED SUBSTANCE INSPECTION READINESS CHECKLIST (CONTINUED)

5 REPORTING & RESPONSE

- ☐ DEA Division Office contact information is current.
- ☐ Theft or significant loss reporting procedures are readily available.
- ☐ Key compliance contacts have been identified.

OVERALL READINESS

- ☐ **Inspection Ready**
  No areas of concern identified.
- ☐ **Minor Improvement Recommended**
  Some areas may require attention.
- ☐ **Consider a Comprehensive Compliance Assessment**
  Multiple areas require evaluation and improvement.

ASK YOURSELF

Before marking an item as complete, ask:
Could I produce documentation supporting this today if requested during an inspection?

VERITAS PERSPECTIVE

Strong compliance programs aren't built the week before an inspection. They're built through consistent recordkeeping, routine self-assessments, and timely corrective action. Organizations that make compliance part of their daily operations are generally better prepared for regulatory inspections.

IMPORTANT INFORMATION
This checklist is provided for educational purposes only and is not legal advice. It does not establish regulatory compliance or replace a comprehensive compliance assessment. DEA registrants remain responsible for complying with all applicable laws and regulations.

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