



DEA FORM 41 COMPLETION INSTRUCTIONS

Please complete the DEA Form 41 and submit to EHS to request disposal of DEA Controlled substances. The DEA Form 41 is available online [here](#).

U. S. DEPARTMENT OF JUSTICE – DRUG ENFORCEMENT ADMINISTRATION REGISTRANT RECORD OF CONTROLLED SUBSTANCES DESTROYED FORM DEA-41

A. **Registrant Information** - this section should match the name, address, and registration number that is listed on your lab’s DEA registration.

B. **ITEMS destroyed**

1. **Inventory** – complete this section as follows, multiple bottles with the same lot # can go on the same line, but if you have a number of partial containers, it is easier to enter those items on separate lines.

Enter the total container or package size. (# of capsules, tablets, ml or grams as applicable)

Enter the number of full (unused) containers or packages.

Enter the volume contained in partial containers or packages.

This is the total volume to be destroyed and should match your controlled substance log.

National Drug Code or DEA Controlled Substances Code Number	Batch Number	Name of Substance	Strength	Form	Pkg. Qty.	Number of Full Pkgs.	Partial Pkg. Count	Total Destroyed
16590-598-60	N/A	Kadian	60mg	Capsules	60	2	0	120 Capsules
0555-0767-02	N/A	Adderall	5mg	Tablet	100	0	83	83 Tablets
9050	B02120312	Codeine	N/A	Bulk	1.25 kg	N/A	N/A	1.25 kg
50969-161-05	### (on bottle)	Ketamine	100 mg/ml	Liquid	10 ml	6	2x2 ml	64ml
12496-0757-1	### on pkg	Buprenex	0.03 mg/ml	Liquid	5x1ml	4	1x.5 ml	20.5 ml

2. **Collected Substances** – this section is for authorized reverse distributors and is not for Harvard use.

C. **METHOD OF DESTRUCTION** – enter the date and method of destruction that was utilized to render the material non-retrievable.

D. **WITNESS** - Two authorized employees must declare by signature, under penalty of perjury, that such employees personally witnessed the destruction of the controlled substances. “Authorized employees” means the registrant and an employee of the registrant or two employees of the registrant.

RECORDKEEPING This form must be kept as a record of destruction for at least two years.