-All columns should be completed for each line. Any line that is not used should be lined out.

-Measurements for Package Quantity, Partial Package Count and Total Volume to be Destroyed should be recorded in metric unit weights (grams, milliliters, liters, etc.), or number of units (tablets, capsules, patches)

Product Name: The product name is the name of the DEA controlled substance/active ingredient. All schedule I-V drugs must be listed.

Strength: The strength is the concentration of the active ingredient in the product. If consumer packaged this is located on the original packaging. Pure chemicals can be written as 100%.

NDC Number: The NDC number is a unique 8-11 digit, 3 segment number that serves as a universal product identifier. Found on product labels.

Package Quantity: The amount of product in a single full container. (e.g. 100 tablets, 10mls, etc.) this can be found on the original packaging of consumer material.

Number of full containers: The number of full unopened containers. Unopened containers of same substance, manufacturer, volume, and concentration can be listed together.

Partial Package Count: The contents of a partial used container. List open containers as separate line items or list each partial in the comments section. (ex. 30mL of liquid left in a 50ml vial).

Total Volume to be Destroyed: is the total measurement for each line.

Total weight of Completed Package: Total weight of completed packaged including pail and box in pounds.

Schedule: Can be found on package label, most often denoted with a “C” and a roman numeral. Such as Cl, CII, CIII, CIV, CV