

**Instructions:** Complete all sections below as accurately and completely as possible and email to [cshelp@umn.edu](mailto:cshelp@umn.edu) once complete. Contact [cshelp@umn.edu](mailto:cshelp@umn.edu) if you need assistance with this form.

**Contact Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Bldg./Rm: \_\_\_\_\_

DEA #: \_\_\_\_\_

**DEA Address (as it appears on certificate):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Completed at time of pickup:**

DEHS DEA #: RU0572126

Evidence Bag ID #: \_\_\_\_\_

**Signatures:**

**Date:**

DEA Registrant: \_\_\_\_\_  
 (Registrant signature not required)

\*Staff Surrendering: \_\_\_\_\_

\*DEHS Custody: \_\_\_\_\_

\*Sign when controlled substances are picked up by DEHS

**Notes:**

Record controlled substances in the table below. All Schedule I substances need their own, separate form.

|    | Schedule: | Controlled Substance Name: | NDC #*: | Concentration: | Volume (mL): | Quantity (mg): |
|----|-----------|----------------------------|---------|----------------|--------------|----------------|
| 1  |           |                            |         |                |              |                |
| 2  |           |                            |         |                |              |                |
| 3  |           |                            |         |                |              |                |
| 4  |           |                            |         |                |              |                |
| 5  |           |                            |         |                |              |                |
| 6  |           |                            |         |                |              |                |
| 7  |           |                            |         |                |              |                |
| 8  |           |                            |         |                |              |                |
| 9  |           |                            |         |                |              |                |
| 10 |           |                            |         |                |              |                |
| 11 |           |                            |         |                |              |                |
| 12 |           |                            |         |                |              |                |
| 13 |           |                            |         |                |              |                |
| 14 |           |                            |         |                |              |                |
| 15 |           |                            |         |                |              |                |
| 16 |           |                            |         |                |              |                |
| 17 |           |                            |         |                |              |                |
| 18 |           |                            |         |                |              |                |
| 19 |           |                            |         |                |              |                |
| 20 |           |                            |         |                |              |                |
| 21 |           |                            |         |                |              |                |
| 22 |           |                            |         |                |              |                |
| 23 |           |                            |         |                |              |                |
| 24 |           |                            |         |                |              |                |

\*NDC number is a unique, 3-segment number and can be found on the controlled substance packaging

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|    | Schedule: | Controlled Substance Name: | NDC #*: | Concentration: | Volume (mL): | Quantity (mg): |
|----|-----------|----------------------------|---------|----------------|--------------|----------------|
| 25 |           |                            |         |                |              |                |
| 26 |           |                            |         |                |              |                |
| 27 |           |                            |         |                |              |                |
| 28 |           |                            |         |                |              |                |
| 29 |           |                            |         |                |              |                |
| 30 |           |                            |         |                |              |                |
| 31 |           |                            |         |                |              |                |
| 32 |           |                            |         |                |              |                |
| 33 |           |                            |         |                |              |                |
| 34 |           |                            |         |                |              |                |
| 35 |           |                            |         |                |              |                |
| 36 |           |                            |         |                |              |                |
| 37 |           |                            |         |                |              |                |
| 38 |           |                            |         |                |              |                |
| 39 |           |                            |         |                |              |                |
| 40 |           |                            |         |                |              |                |
| 41 |           |                            |         |                |              |                |
| 42 |           |                            |         |                |              |                |
| 43 |           |                            |         |                |              |                |
| 44 |           |                            |         |                |              |                |
| 45 |           |                            |         |                |              |                |
| 46 |           |                            |         |                |              |                |
| 47 |           |                            |         |                |              |                |
| 48 |           |                            |         |                |              |                |
| 49 |           |                            |         |                |              |                |
| 50 |           |                            |         |                |              |                |
| 51 |           |                            |         |                |              |                |
| 52 |           |                            |         |                |              |                |
| 53 |           |                            |         |                |              |                |
| 54 |           |                            |         |                |              |                |
| 55 |           |                            |         |                |              |                |
| 56 |           |                            |         |                |              |                |
| 57 |           |                            |         |                |              |                |
| 58 |           |                            |         |                |              |                |
| 59 |           |                            |         |                |              |                |
| 60 |           |                            |         |                |              |                |
| 61 |           |                            |         |                |              |                |
| 62 |           |                            |         |                |              |                |
| 63 |           |                            |         |                |              |                |
| 64 |           |                            |         |                |              |                |
| 65 |           |                            |         |                |              |                |
| 66 |           |                            |         |                |              |                |
| 67 |           |                            |         |                |              |                |
| 68 |           |                            |         |                |              |                |
| 69 |           |                            |         |                |              |                |
| 70 |           |                            |         |                |              |                |

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