

DEA Form 41 Preparation Checklist

What to have ready before you destroy controlled substances and complete Form 41 (Registrant Record of Controlled Substances Destroyed). This is a prep aid — file the official form from DEA Diversion Control.

Before destruction

- ☐ Confirm the drugs are controlled substances (Schedule I–V) and must be rendered non-retrievable under 21 CFR 1317.
- ☐ Reconcile the inventory to be destroyed against your perpetual log / receiving records.
- ☐ Identify the destruction method and location (on-site witnessed, or transfer to a DEA-registered reverse distributor / destruction company).
- ☐ For Schedule I & II transfers to another registrant, prepare DEA Form 222 (or CSOS).
- ☐ Line up two employees to witness the destruction, per DEA requirements.

On Form 41 — information to record

Field	What to enter
Registrant	Name, address, and DEA registration number of the registrant
Drug details	Name/strength/form, NDC where applicable, and the quantity destroyed
Method	How it was rendered non-retrievable (e.g., incineration at a permitted facility)
Date & place	Date of destruction and where it occurred
Witnesses	Names/signatures of the two witnessing employees

After destruction

- ☐ Retain Form 41 and supporting records for at least two years and make them available for DEA inspection.
- ☐ File the Certificate of Destruction with the corresponding manifest and any Form 222 records.
- ☐ Update your perpetual inventory to reflect the destroyed quantities.

Easy Rx Cycle is a DEA-registered destruction company — we render controlled substances non-retrievable and return a Certificate of Destruction with Form 41 handling. This checklist is an educational aid, not the official form.