

Bureau of Professional Licensing Annual Controlled Substance Inventory FAQ

1. When should the annual inventory be submitted?

The inventory should be conducted and submitted annually between April 1 and June 30. Please refer to [MCL 333.7321](#) and [Board of Pharmacy Rules 338.3151 and 338.3152](#).

2. Who must submit an inventory?

Each person licensed to manufacture, distribute, prescribe or dispense controlled substances.

3. What drugs should be included in the inventory?

Controlled substances schedules 2 through 5. For specific requirements, see [Board of Pharmacy Rule 338.3152](#)

4. Is this a new requirement?

No. It has been a requirement since May 1, 1989.

5. Where should I send my inventory?

Option 1: BPL-Pharmacy@michigan.gov

Option 2: Bureau of Professional Licensing
LARA
P.O. Box 30670
Lansing, MI 48909

6. I do not stock controlled substances, what do I need to do?

Submit an inventory stating such (zero stock) and submit to the e-mail address or mailing address above.

7. I am a practitioner (for example, an MD, DO, DDS, DPM), why am I receiving this letter?

The letter was sent to licensees who hold a health professional license, controlled substance license, and a drug control location license.

8. I am an Associate DVM, why am I receiving this letter?

Any person licensed to manufacture, distribute, prescribe or dispense controlled substances is required to submit an annual controlled substance inventory.

9. I am an Associate DVM and do not order controlled substances, why do I need to submit an inventory?

Any person licensed to manufacture, distribute, prescribe or dispense controlled substances is required to submit an annual controlled substance inventory. One inventory may be submitted with all DVMs names and license numbers who have access to the stock of the controlled substances.