TITLE 475. OKLAHOMA STATE BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL
CHAPTER 25. RECORDS AND REPORTS OF REGISTRANTS

475:25-1-2. General information

Registrants shall be required to maintain records, reports, and inventory in accordance with this Chapter and pursuant to Title 21 Code of Federal Regulations, and Title 63 Okl.St.Ann. §2-307, except Schedule I medical marijuana registrants shall be required to maintain readily-retrievable inventory tracking, records, and reports in the format set forth ~~in OAC 310:681-5-6~~by the OMMA.

475:25-1-3. Persons required to keep records and file reports

(a) Each registrant shall maintain the readily-retrievable records and inventories and shall file the reports required by this Chapter, except as exempted by this Section. Any registrant who is authorized to conduct other activities without being registered to conduct those activities pursuant to 475:10-1-7 shall maintain the records and inventories and shall file the reports required for persons registered to conduct such activities. This latter requirement should not be construed as requiring stocks of controlled dangerous substances being used in various activities under one registration to be stored separately, nor that separate records are required for each activity. The intent of the Oklahoma State Bureau of Narcotics and Dangerous Drugs Control (OBN) is to permit the registrant to keep one set of records which are adapted by the registrant to account for controlled dangerous substances used in any activity. Also, the Director does not wish to require separate stocks of the same substance to be purchased and stored for separate activities. Otherwise, there is no advantage gained by permitting several activities under one registration. Thus, when a researcher manufactures a controlled dangerous substance, he/she must keep a record of the quantity manufactured; when he/she distributes a quantity of the item, he/she must use and keep invoices or order forms as required by Title 21 Code of Federal Regulations, to document the transfer. When substances are used in chemical analysis, he/she need not keep a record of this because such record would not be required of him/her under a registration to do chemical analysis. All of these records may be maintained in one consolidated record system. Similarly, the researcher may store all of his/her controlled dangerous substances in one place and every two (2) years take inventory of all items on hand, regardless of whether the substances were manufactured by him/her, purchased domestically by him/her, or whether the substances will be administered to subjects, distributed to other researchers, or destroyed during chemical analysis. This may be accomplished by keeping a log for administering similar to that kept for dispensing.

(b) A registered individual practitioner is required to keep readily-retrievable records with respect to all controlled dangerous substances listed in Schedules II through V which he/she prescribes, administers, or dispenses in the lawful course of his/her professional practice. Practitioners shall keep a suitable book, file, or record in which information pertaining to controlled dangerous substances dispensed by the practitioner shall be preserved for a period of at least two (2) years and be available to designated law enforcement officers for their inspection and copying. These records will be maintained separate and apart from all other records.

(c) A registered individual practitioner is required to maintain patient records for any individual receiving controlled dangerous substances whether by prescribing, administering, or dispensing. Such record will contain as a minimum the patient's full legal name, date of birth, residence address, last physician seen and when, chief complaint, and notations of date, amount, and type of

controlled dangerous substance for each occasion the patient receives a controlled dangerous substance, and diagnostic and medical procedure reports. Such records should contain additional identifying information when possible, including, but not limited to, social security number or driver's license number, telephone number, next-of-kin, and general physical description of the patient. This includes authorization of refills and the number of refills authorized on the original prescription.
(d) A registered person using any controlled dangerous substance in preclinical research or in teaching at a registered establishment which maintains records with respect to such substances is not required to keep records, unless so ordered by the Director for cause, if he/she notifies the OBN of the name, address, and registration number of the establishment maintaining such records.
(e) Schedule I medical marijuana registrants shall be required to maintain readily-retrievable, on-site, inventory tracking, records, and reports in the format set forth by the OMMA.

475:25-1-5. General requirements for inventories
(a) Each inventory shall contain a complete accurate record of all controlled dangerous substances on hand on the date the inventory is taken. Controlled dangerous substances shall be deemed to be "on hand" if they are in the possession of or under the control of the registrant, including substances returned by a customer, substances ordered by a customer but not yet invoiced, substances stored in a warehouse on behalf of the registrant, and substances in the possession of employees of the registrant and intended for distribution as complimentary samples.
(b) A separate inventory shall be made by a registrant for each registered location. In the event controlled dangerous substances in the possession or under the control of the registrant are at a location for which he/she is not registered, the substances shall be included in the inventory of the registered location to which they are subject to control or to which the person possessing the substance is responsible. Each inventory for a registered location shall be kept at the registered location.
(c) A separate inventory shall be made by a registrant for each independent activity for which he/she is registered.
(d) A registrant may take an inventory on a date that is within four (4) days of this biennial inventory date pursuant to 475:25-1-7 if he/she notifies in advance the Oklahoma State Bureau of Narcotics and Dangerous Drugs Control of the date on which he/she will take the inventory. A registrant may take an inventory either as of the opening of business or as of the close of business on the inventory date. The registrant shall indicate on the inventory records whether the inventory is taken as of the opening or as of the close of business and the date the inventory is taken. The inventory shall be signed by the person taking said inventory.
(e) An inventory must be maintained in a written, typewritten or printed form. An inventory taken by use of an oral recording device must be promptly transcribed.
(f) Schedule I medical marijuana registrants shall take an inventory and maintain the inventory pursuant to the format set forth by the OMMA.

475:25-1-9. Inventories of manufacturers
Except for Schedule I medical marijuana registrants, inventories of manufacturers of controlled dangerous substances shall conform to Title 21 Code of Federal Regulations, §1304.11. Schedule I medical marijuana registrants required to register pursuant to Title 63 Okla.St.Ann §2-302 shall report in the format set forth by the OMMA.

475:25-1-10. Inventories of distributors

Except for Schedule I medical marijuana registrants, each person registered or otherwise authorized to distribute controlled dangerous substances shall include in his/her inventory the same information required of a manufacturer pursuant to Title 21 Code of Federal Regulations, §1304.11. Schedule I medical marijuana registrants required to register pursuant to Title 63 Okla.St.Ann §2-302 shall report in the format set forth by the OMMA.

475:25-1-20. Reports for manufacturers and distributors

(a) Except Schedule I medical marijuana registrants, manufacturers required to register pursuant to Title 63 Okla.St.Ann §2-302 shall provide the following data on every sale of any controlled dangerous substance in Schedules I, II, III, IV, and V.

(1) The manufacturer's or distributor's name, address, phone number, DEA registration number and controlled dangerous substance registration number issued by the Bureau;

(2) The name, address and DEA registration number of the entity to whom the controlled dangerous substance was sold;

(3) The date of the sale of the controlled dangerous substance

(4) The name and National Drug Code of the controlled dangerous substance sold; and

(5) The number of containers and the strength and quantity of controlled dangerous substances in each container sold.

(b) Except for Schedule I medical marijuana registrants, distributors required to register pursuant to Title 63 Okla.St.Ann §2-302 shall provide the following data on every sale of any controlled dangerous substance in Schedules I, II, III, IV, and V.

(1) The manufacturer's or distributor's name, address, phone number, DEA registration number and controlled dangerous substance registration number issued by the Bureau;

(2) The name, address and DEA registration number of the entity to whom the controlled dangerous substance was sold;

(3) The date of the sale of the controlled dangerous substance

(4) The name and National Drug Code of the controlled dangerous substance sold; and

(5) The number of containers and the strength and quantity of controlled dangerous substances in each container sold.

(c) Schedule I medical marijuana registrants required to register pursuant to Title 63 Okla.St.Ann §2-302 shall report in the format set forth ~~in OAC 310:681-5-6~~by the OMMA or as required by the Director.

(d) Registrants shall maintain at the registered location a readily-retrievable, on-site, employment record for all employees or agents, or contract(s) with identifying information of each independent contractor or subcontractor, of the registrant that have access to controlled dangerous substances which include, at a minimum, the name, date of birth, address, phone number, hire date, and title/duties.