



## Controlled Substances

Controlled substances (also referred to as drugs or pharmaceuticals) are sometimes used in research conducted at the University. Controlled chemicals are materials that are often intermediates or reagents used in the production of controlled substances. Both are regulated by the Drug Enforcement Administration (DEA).

Any investigator wishing to use controlled substances or controlled chemicals must be licensed by the DEA to do so. Neither the University nor Purchasing Services have a “blanket license” to cover purchases of these materials. Information on obtaining a DEA license to work with controlled substances (DEA Form 225), license to work with controlled chemicals (DEA Form 510) and controlled substance schedules are available at: [http://www.dea diversion.usdoj.gov/drugreg/reg\\_apps/](http://www.dea diversion.usdoj.gov/drugreg/reg_apps/)

Persons engaging in research involving controlled substances and controlled chemicals should be aware that the DEA sets stringent requirements for procurement, storage, use and disposal of these materials. Detailed records must be maintained to prevent the diversion of these substances/chemicals.

Controlled substances must be stored in a safe, vault, or other substantially constructed steel cabinet. This cabinet must be kept locked at all times. The room in which the cabinet is located must have limited access during working hours and provide security after hours.

A detailed inventory of all controlled substances must be maintained. This inventory must document all receipts and dispersals of controlled substances. A separate sheet is required for each substance. This inventory must be updated at least annually, and whenever material is removed from its original container.

Unwanted or outdated controlled substances should be disposed of through Environmental Health and Safety (EHS). EHS will provide the licensee with documentation of destruction of the material by incineration.

For additional information regarding controlled substances and controlled chemicals, please contact EHS at (814) 865-6391.

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