

CERTIFICATION OF RESEARCH PERSONNEL USING CONTROLLED SUBSTANCES

University of South Florida
Division of Comparative Medicine

Complete, affix signature(s), and return via email as an attached document to CompMed@usf.edu

I. REGISTRATION (Please print)

Principal Investigator _____ Department _____ Campus Address _____ Phone _____

List the designated research personnel with access to/working with controlled substances within your laboratory:

Research Personnel: (Print)	Signature:

Controlled Substances will be secured in (Building/room): _____

II. CERTIFICATION

The Principal Investigator certifies that designated research personnel using controlled substances within their laboratory are listed above and have read, signed, and understands that:

1. The University's procedures regarding procurement, distribution, use, and record keeping, of controlled substances are regulated by the Drug Enforcement Administration and are guided by the regulations detailed in **21 CFR 1300-1316**.
2. The University holds one institutional DEA registration for preclinical research protocols requiring use of Schedule II-V substances. All other registrations must be obtained by notifying the Division of Research Integrity & Compliance, 974-5638.
3. Faculty using Schedule II-V controlled substances in IACUC approved preclinical research must register with the Division of Comparative Medicine, and limit access to, and use of controlled substances to designated individual(s) listed above.
4. Registrants must be faculty and procure all such controlled substances from the Division of Comparative Medicine.
5. Faculty must ensure controlled substances are stored in an area of limited access, securely locked in a substantially constructed cabinet. Controlled substances must be secured behind two locks. Laboratory doors can be considered one lock, if doors of unattended labs are kept locked.
6. Registered Faculty are responsible for maintaining accurate records of controlled substance use within their laboratory on the **Controlled Substance Record of Use Log**, and for the return of the completed log when the substance is depleted. Additional requests for a controlled substance can only be filled when the status of the previous dispersal has been made. Any unused controlled substance, controlled substance associated with a completed protocol, or outdated controlled substance will be returned to the Division of Comparative Medicine.
7. Request for controlled substances must be submitted in writing to the appropriate facility manager using the **Comparative Medicine Order Form** at least 24 hours prior to being dispensed.
8. Laboratories, storage cabinets, and logs of use are subject to unannounced inspections and audits by the DEA, Division of Research Integrity & Compliance, and Division of Comparative Medicine.
9. Noncompliance can result in suspension of privileges to use controlled substances.

The undersigned Principal Investigator certifies they have read, and understand the procedures described above, and accept the conditions of controlled substance use in research and teaching at the University of South Florida.

Signature of Principal Investigator _____

Date _____