# USF Process for Acquisition and use of Controlled Substances After Securing a DEA License

### 1. Ordering controlled substances

Authorized by your DEA
Registration
Acquire through approved vendors
Maintain records of acquisition

## 2. Storage & Security Must meet DEA regulations

Must be returned to storage location by the e d of the day Storage is registered and secure Must have two separate locks, i.e., storage box and room door or safe

#### 3. Training

Train authorized lab members regarding handling,
Regulations, and documentation

### 4. Use of controlled substances

Record every transaction involving controlled substances from receipt to disposal

#### 5. Maintain Compliance

Keep accurate records of use
Keep a copy of each executed
DEA Form 222
Renew licenses as required
Participate in inspections and
audits

6. Report any theft/loss/discrepancy to the DEA within one (1) business day using form 106

7. Inform the Research Integrity & Compliance of any incidents

iacuc@usf.edu