USF Process for Obtaining a DEA Controlled Substance License

1. Inform Research Integrity & Compliance of your intent to use a controlled substance.

Email <u>iacuc@usf.edu</u> Know your drug category (I-IV) Obtain IACUC or IRB approval (if applicable)

2. Apply for a State of Florida Exemption

No Cost Required to apply for a federal license Provide all information requested Provide all documentation requested Florida Department of Business & Professional Regulation

3. Apply for a federal license DEA Form 225 No Cost Apply as a Researcher Provide all information requested Provide all documentation requested

4. Complete a background check *Required for the application* 5. Inform Research Integrity & Compliance when licenses are received

> Send scans of licenses to <u>iacuc@usf.edu</u>

6. Maintain Compliance

Renew annually Proper storage Keep accurate records Comply with state & federal regs.