UCSC Procurement and Business Contracts – DEA-Controlled Substances Procedure Start Pharmacist checks the ID of person Purchasing Staff confirms that delivery Researcher determines that a picking up CS against the approved DEA controlled substance is needed address is Student Health Pharmacy or pharmacy pick-up list on Google Sites Long Marine Lab and releases CS only to designated persons. PI completes CS Authorization form, requests authorization to use controlled Purchasing Staff completes Purchase substances from department chair and Authorized user signs for and picks up Order to Supplier controlled substance from Student submits to EH&S Health Pharmacy Purchasing Staff maintain complete EH&S personnel build Google Site for Student Health Pharmacy Staff records for each controlled substance PI and allow access to approved lab purchased maintain a Controlled Substances members binder containing completed signature forms and packing slips for each controlled substance received. Purchasing Staff notifies Student Requestor submits a Purchase Requisition in CruzBuy using either the Health Pharmacy to expect shipment of Hazardous Materials Form or the DEA Controlled Substances via email to pharmacy@ucsc.edu, the pharmacist Controlled Substances Form Requestor stores all controlled and pharmacist supervisor. substances in secure location Note: All orders placed on a DEA (approved by EH&S), maintains a log form or HAZMAT (with controlled of all controlled substances received substance checked) are routed to and usage of each container. Purchasing: Restricted DEA Approval Student Health Pharmacy Staff: 1. Print notification email and Purchasing Staff confirms that the acknowledge receipt of email from PI or approved lab personnel transfer requested item(s) are controlled Purchasing unused and expired controlled substances and checks Google Sites 2. Receive and hold controlled substances to Student Health list of authorized users. substance in a locked cabinet. Pharmacy for reverse distribution 3. Log receipt in Controlled Substance EH&S receives notification that DEA 4. Notify Requestor that shipment has CS is being ordered and confirms that arrived the lab is approved for CS requested. Done Is requested item a Schedule I and Schedule II substances Schedule I or Schedule II must be ordered on a DEA 222 Form substance? No Additional Process Information If PI is not the approver in the CruzBuy process, Purchasing Staff obtains EH&S Staff currently renew DEA approval email from PI or Department Registration annually Chair before placing order for controlled substance EH&S personnel collect completed inventory sheets from each CS PI on a biennial Purchasing Staff attaches an internal timetable. Most recently completed July note to the order in CruzBuy, 2015 specifying date that approval email was received from authorized PI or Color Legend Department Chair Procurement (Purchasing) Dept/Unit Purchasing Staff checks that FOAPAL Specific Unit - CSH Pharmacy coding is accurate: all controlled Rev3 2016 substances must use account code Environmental Health and Safety - EH&S 000720