Requestor submits a Purchase Requisition in CruzBuy using either the Hazardous Materials Form or the DEA Controlled Substances Form

**Note:** All orders placed on a DEA form or HAZMAT (with controlled substance checked) are routed to Purchasing: Restricted DEA Approval

Purchasing Staff confirms that delivery address is Student Health Pharmacy or Long Marine Lab

Purchasing Staff completes Purchase Order to Supplier

Purchasing Staff maintains complete records for each controlled substance purchased

Purchasing Staff notifies Student Health Pharmacy to expect shipment of Controlled Substances via email to pharmacy@ucsc.edu, the pharmacist and pharmacist supervisor.

**Student Health Pharmacy Staff:**
1. Print notification email and acknowledge receipt of email from Purchasing
2. Receive and hold controlled substance in a locked cabinet.
3. Log receipt in Controlled Substance binder
4. Notify Requestor that shipment has arrived

PI or approved lab personnel transfer unused and expired controlled substances to Student Health Pharmacy for reverse distribution

**Additional Process Information**

- EH&S Staff currently renew DEA Registration annually
- EH&S personnel collect completed inventory sheets from each CS PI on a biennial timetable. Most recently completed July 2015
- **Color Legend**
  - Procurement (Purchasing)
  - Dept/Unit
  - Specific Unit – CSH Pharmacy
  - Environmental Health and Safety – EH&S

Rev3 2016

20160726 DEA Flowchart