Start

Requestor determines that a DEA controlled substance is needed

Requestor either has authorization as Principal Investigator (PI) or obtains authorization from Department Chair or PI to request controlled substance

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 Services Pharmacy

Purchasing Staff completes Purchase Order to Supplier

Purchasing Staff maintains a complete record for each controlled substance purchased

Purchasing Staff notifies Student Health Services Pharmacy to expect shipment of Controlled Substance(s) via email

Student Health Services Pharmacist: 1. Print notification email and acknowledge receipt of email from Purchasing 2. Receive and hold controlled substance in safe 3. Log receipt in Controlled Substance FileMaker database (PO#, Requestor and date of receipt) 4. Notify Requestor that shipment has arrived

Is requested item a Schedule I or Schedule II substance?

Yes

Schedule I and Schedule II substances must be ordered on a DEA 222 Form

No

If PI is not the approver in the CruzBuy process, Purchasing Staff obtains approval email from PI or Department Chair before placing order for controlled substance

Purchasing Staff attaches an internal note to the order in CruzBuy, specifying date that approval email was received from authorized PI or Department Chair

Purchasing Staff checks that FOAPAL coding is accurate: all controlled substances must use account code 000720

Purchasing Staff confirms that delivery address is Student Health Services Pharmacy

Requestor picks up and signs for controlled substance from Student Health Services Pharmacist

Student Health Services Pharmacist stores completed signature forms and packing slips for each controlled substance received, in a Controlled Substance Binder

Requestor stores all controlled substances in secure location (for example a locked cabinet) and maintains a log of all controlled substances received and each usage of controlled substances

Disposal of unused controlled substances and containers is handled by PI, in coordination with EH&S

Done

Additional Process Information

Purchasing Staff currently annually renews DEA Registration

Cowell Student Health Pharmacist completes an inventory of all controlled substances at least once every two years. Most recently completed: July 2013

Purchasing Staff receive and store inventory results from Cowell Health Services Pharmacist in a Controlled Substance Binder

Color Legend

Procurement (Purchasing)

Dept/Unit

Specific Dept/Unit – PBSci

Environmental Health and Safety – EH&S