

 <b>UCF</b>	<b>Department of Environmental Health &amp; Safety Standard Operating Procedure for Purchasing Controlled Substances</b>		
	<b>Date:</b>	2/6/17	
	<b>Approved by:</b>	Renee Michel	

***Purchasing Controlled Substances:***

Controlled Substances (CS) are ordered from a vendor or agency licensed to sell/dispense them.

Prior to placing an order for purchasing any Controlled Substances (CS), a Letter of Exemption for purchase of CS and a DEA Registration must be obtained and kept up to date.

***EHS Approval Process:***

All purchases of CS must be approved by the HSC Safety Coordinator before your department’s purchaser submits the order. The HSC Coordinator will review and sign the Supply Request Form (SRF) for approval and then return it to the department’s purchaser. It is a violation of the UCF Possession of Prescription Drugs and Controlled Substances Procedure to procure CS without approval.

Not submitting a copy of the SRF will hinder the purchasing process until corrective actions are met, if items on the CS inspection checklist remain outstanding. Purchasing will not be able to process purchase orders without the EHS approved SRF form. EHS involvement will ensure that recordkeeping is in compliance and all CS are accounted for. The Standard Operating Procedure for Purchasing Controlled Substance must be followed.

***Purchases of Schedule I and II CS and Using DEA Form 222:***

The registrant may only order Schedule I and II controlled substances as authorized by their current DEA Registration. DEA Form 222 must be submitted with any Schedule I and II orders. If more than ten (10) line items are ordered, an additional DEA Form 222 must be used. If any errors occur while filling out the forms, all copies must be voided and retained with the registrant’s controlled substance records. The purchaser must submit Copy 1 and Copy 2 of the DEA Form 222 to the supplier. Copy 3 must be kept in the PI’s CS Manual. The supplier will retain one copy of the DEA Form 222 for his or her files and forward Copy 2 to the Special Agent in charge of the Drug Enforcement Administration in the area where the supplier is located.

***Completing DEA Form 222 Blue Copy:***

The purchaser must record on Copy 3 of the DEA Form 222 the number of containers received on each item and the dates on which the containers have been received by the purchaser.

Note: Form 222 is not required for purchase of Schedules III to V.