Introduction
The Drug Enforcement Administration (DEA) of the United States of America is the responsible agency to ensure safe and legal use of pharmaceutical substances. Principal Investigators at the University of Colorado that wish to use controlled substances in the course of their research with animals must hold a DEA license for their laboratory, as well as develop procedures to order, obtain, and set up controls for ensuring the safe use of controlled substances.

Policy Statement
All Principal Investigators using controlled substances on IACUC approved animal protocols in their laboratories must obtain their own DEA License and maintain controlled substances according to the rules and regulations of the DEA. The Office of Laboratory Animal Resources is not permitted to sell investigators controlled substances under this policy. The OLAR veterinary technician and veterinarians are permitted to assist any investigator under this policy by providing the service of administering controlled substances for a service fee.

Procedures

- Principal Investigators that require the use of controlled substance must apply for a research license through the DEA.
  - Please see Appendix 1 for instructions on how to complete the On-Line DEA License Application
  - University employees are exempt from DEA License fees. Please see Appendix 1 for instructions on applying for a fee waiver
- It is estimated that the license process will take 8 – 16 weeks.
- Principal Investigators with DEA licenses can contact OLAR to obtain a list of vendors that they can purchase their controlled substances from. Principal Investigators are required to set up standard operating procedures to ensure that controlled substances are ordered, stored, logged, and used in a legal manner according to DEA regulations.
- Principal Investigators are required to register their DEA license number with Environmental Health and Safety
- Principal Investigators are responsible for the use of controlled substances ordered and stored under their DEA licenses. For more information see the Environmental Health and Safety Website.
  [http://www.ucdenver.edu/academics/research/AboutUs/health-safety/services/chemical-waste-management/Pages/dea-controlled-substances.aspx](http://www.ucdenver.edu/academics/research/AboutUs/health-safety/services/chemical-waste-management/Pages/dea-controlled-substances.aspx)
- Principal Investigators must contact the Environmental Health and Safety Department for disposal of controlled substances that have expired or are no longer needed. ehs.hazmat@ucdenver.edu
- Principal Investigators must allow inspection of their controlled drug supply by the IACUC and any other regulatory or accrediting authority upon request.
APPENDIX 1

DEA ON-LINE APPLICATION INSTRUCTIONS

- Go to http://www.deadiversion.usdoj.gov/
- Select New Application online from the list on the right side of the webpage.
- Select Begin Application Process
- Select Form 225 for Researchers
- Select Researcher with Schedule II – V
- Section 1, page 1
  - Complete the General Information page using the specific address where the controlled substances will be stored.
  - Physicians with a practitioner license may only use this license if the physical address where the drugs will be kept is the same as the location on their practitioner license. Otherwise, a second license must be obtained.
- Section 1, page 2
  - Complete the personal information section using your Social Security number or Taxpayer identification number.
  - Check the Certification for Fee Exemption box
- Section 1, page 3
  - Complete the information. Certifying officials can be the Director of OLAR/University Veterinarian, your Department Chair, or your Department Administrator
- Section 2
  - It is recommended that for flexibility that you check all boxes. However, at a minimum check schedule II non-narcotic, schedule III narcotic and non-narcotic, and check the box for official order forms.
- Section 3
  - The state of Colorado does not require a license to perform research.
  - In the State License number section write Not Applicable
  - State license State choose Colorado
  - Expire Date – choose a random date
- Section 4 – answer the background questions
- Select drug codes – the screen should state “You have not selected any schedules which require drug code input”. Select Next in the panel on the Left side of the page
- Section 5 – Summary of Information
  - Review the information to ensure all information is accurate.