**Process for the ordering and delivery of controlled substances through the Purchasing Department**

* All Procurement Services policy and procedures regarding the purchase of controlled substances or dangerous drugs for clinical or research are subject to applicable Title 21 United States Code Controlled Substances Act.
* Unless exempted by law – and evidenced in writing – Registrants (University employed practitioner) must obtain and keep current a DEA registration prior to requesting the purchase of controlled substances.
* Registrants are required to maintain current records regarding the storage, usage, and disposal of controlled substances and dangerous drugs in accordance with federal and state regulations.
* Requests for the purchase order for controlled substances and dangerous drugs must be made through the University’s eProcurement ordering system (Elixir).
* The requestor must complete a Control Substance Acquisition (CSA) form and attach the CSA form and a copy of the DEA License to the Elixir request.
* Each request is electronically routed by Elixir to the Environmental Health and Safety Office and Purchasing Department for approval. Proper routing of requests occurs when a commodity code of “1 – Controlled Substances” is selected in Elixir.
* Upon receipt of an Elixir request the Purchasing Department buyer verifies that: a) the item description is a controlled substances using an official DEA listing of controlled substances by schedule; b) the DEA license is attached to each PO by the requestor to the Elixir transaction (generally the vendor will want to verify at the time of order placement that the license allows for the purchase of a controlled substance specified); and c) a ship-to line signifying the item is a controlled substance has been assigned.
* Purchase orders will only be issued to an authorized supplier/distributor.
* Upon delivery to Central Receiving, Receiving personnel will accept delivery from the courier. Central Receiving will log the shipment into its electronic receiving manifest and tracking system and then secure the controlled substance(s) in a locked safe in a locked room located in Central Receiving.
* Receiving will notify the Registrant either by telephone or e-mail that the order is ready for pick-up. Central Receiving personnel will not transport any controlled substance across campus.
* Central Receiving will dispatch only to Authorized Users or notified representative after recording required documents (ID/picture/Controlled Substance Chain of Custody Form).
* Purchasing Department will keep documents electronically and retrieve as requested.