

# DEA – Controlled Substances

## Description

The [Federal Drug Enforcement Administration \(DEA\)](#) enforces regulations related to the importation, manufacture, distribution, possession, and use of controlled substances. To conduct research at UF involving any of these substances, Principal Investigators must obtain a DEA registration.

## How To File a DEA Registration

You may file a DEA registration for controlled substances once a Florida [DBPR](#) exemption number is received. [Registrations can be completed online using the 225 application](#). UF researchers are exempt from the DEA registration fees. Please enter the PI's department chair or dean's name under the "Official's Name" on the application. Once document is received, a copy must be uploaded in the DEA/DBPR File Database. Please see our [how to use DBPR-DEA upload form guide](#) for assistance.

## [Upload DEA/DBPR Records](#)

## DEA Controlled Substances Requirements

As an active DEA registrant, you must:

- Properly screen and document, using the Authorized Personnel Log and Questionnaire, the laboratory staff who will use the controlled substances for research under your registration.
- Properly store controlled substances per DEA regulations.
- Maintain all records for a period of 3 years (minimum)
- Renew the DEA registration on an annual basis.
- Properly dispose of unwanted or expired controlled substances through a reverse distributor. The PI must maintain a valid DEA registration to dispose of any controlled substance.
- Report any theft or unaccounted significant losses to DEA (within 24 hours) using [Form DEA-106 and to UPD](#).

## Required Documentation

Category	Form/Template	Notes/Requirements
Personnel	<a href="#">Authorized User Questionnaire</a>	Certify each person (e.g., PI, lab personnel) who will handle controlled substances as part of a research protocol. Registrants may chose to conduct a background check.

Personnel	<a href="#">Authorized User Log</a>	List each person (e.g., PI, lab personnel) allowed to handle controlled substances for research use as an authorized agent or authorized personnel.
		Include a date range for the authorization.
		For Schedule I & II only
	Form 222	
Purchasing	For Schedule I & II only – <a href="#">click here to order the form from the DEA.</a>	Complete Part 1 & Part II of Form-222 and make a copy before ordering. Order your controlled substance and give the original Form-222 to the supplier. Retain the copy for your own records. Upon receipt of the substances, complete Part 5 with the date and amount received.
		Ensure invoice contains:
Purchasing	Invoices and Packing Slips	<ul style="list-style-type: none"> <li>• Name, address, and DEA registration number of registrant.</li> <li>• Controlled substance name, concentration, dosage form, and quantity.</li> <li>• Include signature of authorized personnel receiving the substance and date received.</li> </ul>
		Record controlled substances at a new storage location (including changes of address) immediately upon receipt of a DEA registration. Under inventory type, select “Initial.”
Inventory	<a href="#">Initial Inventory</a>	
		If you have yet to store controlled substances at that location indicate, “Zero inventory – no controlled substances at present location.”
		List all of the controlled substances currently stored at the DEA registered location.
Inventory	<a href="#">Biennial Inventory</a>	
		Perform every two (2) years after receiving the DEA registration. Keep the completed biennial inventory with the controlled substance records.

Usage Records	<a href="#">General Use Log</a>	<p>Summarize the usage of a controlled substance from the time of acquisition to the end of use (e.g., administration and/or disposal), including recording expired or damaged controlled substances.</p> <p>Document the usage details for a controlled substance that has been withdrawn from its original container and mixed with a solution to dilute the concentration, including the:</p>
Usage Records	<a href="#">Diluted Solution Log</a>	<ul style="list-style-type: none"> <li>• Amount withdrawn</li> <li>• Waste amount (if applicable), and</li> <li>• Remaining balance through final disposal</li> </ul>
Disposal/Destruction	Form 41	<p>To be completed and filed with controlled substances paperwork when substance is destroyed. Unwanted or expired controlled substances must be disposed of through a reverse distributor.</p>
Theft/Loss	<a href="#">Form 106</a>	<p>Submit an online report within one (1) day of significant loss/theft. Must be completed by the DEA registrant.</p>

## Disposal

All controlled substances to be destroyed by a registrant, or caused to be destroyed by a registrant, must be destroyed in compliance with applicable federal, state, tribal, and local laws and regulations and must be rendered non-retrievable. A researcher may dispose of its controlled substances inventory in the following manner:

1. Promptly destroy that controlled substance in accordance with 21 CFR 1317.90 using an onsite method of destruction.  
[See Controlled Substance Disposal RX Destroyer Guidance \(PDF\)](#)
2. Send those controlled substances to a DEA registered reverse distributor.
  - Clean Harbors Florida LLC: (863) 519-6331
  - Express RX Returns: (954) 589-2386
  - PharmaLink: (800) 257-3527
  - Rx Return Services: (727) 754-7848
  - Rx Reverse Distributors Inc.: (772) 388-1212
  - Woodfield Distribution LLC: (561) 998-3885
3. Contact the local DEA Diversion Field Office to request assistance to dispose of the controlled substances.

## Resources

- [DEA Researchers Manual](#)
- [How to use DBPR-DEA upload form guide](#)
- [Online Training: EHS900 – Managing Controlled Substances in Research Laboratories](#)