HOW TO:

FILL DEA/DBPR UPLOAD FORM

Step 1 – Make sure you have a copy of your DEA license and/or DBPR exemption letter in an accessible location on your device. Confirm it has not expired.

(Snapshots of the website and copies of the applications are not valid documents to use for this form.)

Type in Principal Investigators UFID. This will auto-fill the rest of the Employee-PI Information.

Database may be missing the department for the PI. If this is the case, please type in main department the PI is associated to.

Type in at least five (5) letters from the building name for form to make suggestions. If you select a building from the pull-down menu the rest of the work location, other than room #, will autofill.

You may manually type in all information in this segment if you chose.

Depending on the document to upload, mark your selection.

If "DEA License" was selected from previous segment:

- Type in DEA registration number exactly as on document.
- Select date from dropdown or type in as mm/dd/yyyy of when the DEA registration will expire.
- Select business activity from the drop-down menu.
- Select schedule from drop down menu. If more than one schedule is needed, click on the "add" button as many times as schedules needed. Select only one schedule per drop down.

If "DEA License" was selected from the document type, press on "click to attach" to attach document from where it is saved on your device.

Before pressing "submit" make sure all information matches exactly to the official document and that location of the document is reflected on the "Attach files to be uploaded" segment.

UF Environmental Health & Safety
Safety In The Workplace

EHS Upload #
329

EHS Status

Submitted by *
JOEL.VASQUEZ@UFL.ED

Email listed here should be of the person who logged in to fill the form.

DEA/DBPR File Upload Form

Please complete all required information before submitting your file upload.

Employee–PI Information

*Required

PI UFID#
(Enter All 8 Digits without Dashes) *

First Name *

Last Name *

Department *

Email *

Work Location

To complete this section:
1) Begin by typing the building name where materials are to be stored. Wait for a list of similar Building Names to pop up.
This normally takes a 2-10 seconds.
2) Please click or select the exact location where Controlled Substances are to be stored.
3) Please manually enter the Room #.

*Please Note: An additional popup list will be returned when there are multiple address assigned to a location

Building Name (Begin typing Building name to return a directory listing) *

Address *

Room # (Enter Manually) *

Type the room name/number where chemical/meds will be stored.

City *

EHS State *
FL

Zip Code *

1) Select form types to be uploaded.

☑ DEA License

☑ DBPR Exemption Letter

If "DBPR Exemption Letter" was selected from previous segment:

- Type in DBPR authorization number exactly as on document.
- Select date from dropdown or type in as mm/dd/yyyy of when the DBPR Authorization will expire.

2) Provide the required data below.

DEA Registration Number *

DEA Registration Expires *

Business Activity *

DBPR Authorization Number *

DBPR Authorization Expires *

Schedules:

1) List all schedules that apply
2) Click 'ADD' to list additional schedules.
[Add]

[Remove]

3) Attach files to be uploaded.

DEA Attachment(s):
[Click to Attach]

DBPR Attachment(s):
[Click to Attach]

If "DBPR Exemption Letter" was selected from the document type, press on "click to attach" to attach document from where it is saved on your device.

ADMINISTRATIVE USE ONLY !

EHS Security Keyword

Gatorlink Email

Current User's Name
JOEL.VASQUEZ@UFL.EDU

EHS Upload # (autonumber)
329

Click Submit to upload your document(s).
[Submit]