Controlled Substances are identified by the Drug Enforcement Agency (DEA) as having a high potential for illicit abuse. Controlled Substances may have stimulant, depressant, or hallucinogenic effects on the nervous system. They also may have medical and addictive characteristics, such as analgesics, anesthesia, and steroids.

Authorized Investigators are responsible for ensuring that all users of controlled substances in their labs register in USC’s program to become Authorized Users, receive training, and adhere to required procedures and program elements.

### How to Enroll

To use a Controlled Substance for research purposes, obtain an individual DEA Registration (DEA Form 225) via [http://www.deadiversion.usdoj.gov/drugreg/](http://www.deadiversion.usdoj.gov/drugreg/) and submit it along with the required application fee.

Fill out and submit Form A CSA Application and Form A-I Authorized Users and Locations to enroll in the University’s Controlled Substances Program. The forms are available at the EH&S web page.

Authorized Investigators may obtain Schedule II drugs by completing DEA Form 222 (found on the DEA website) and sending it directly to the vendor. Provide a copy to EH&S. Authorized Investigators can place orders for Schedule III to V Controlled Substances through eMarket.

eMarket will forward all CS orders to EH&S for approval.

The vendor will deliver the Controlled Substance(s) directly to lab. The Authorized Investigator (PI) and Authorized User (co-Investigator/lab personnel) will generate a Controlled Substance(s) Usage and Disposal Log for each CS container upon receipt.

Authorized Investigators and Users must clean, de-label, and dispose of empty CS vials in a clean broken glass box. Expired drugs are hazardous waste and handled through the Hazardous Waste Management Program. A Completed Usage Log must accompany expired or unused CSs. All Usage Logs must be signed by the Authorized Investigator prior to pick up.

For more information, visit the DEA at: [http://www.deadiversion.usdoj.gov/index.html](http://www.deadiversion.usdoj.gov/index.html)