Instructions: How to Order DEA Controlled Substances

The instructions and links below will help you with the process of ordering DEA controlled substances. See also a flowchart on the second page that illustrates the process. If you have questions, contact Purchasing Services at 412-624-6205.

Federal DEA Registration Requirements

University Guidelines: See the Research Conduct and Compliance Office’s (RCCO) Controlled Substance Guidelines for a list of federal as well as state registration requirements. Also see the DEA’s guidelines on DEA registration.

DEA Instructions - Applying for a License: A DEA license is required for purchases of controlled substances. See the DEA’s website for instructions on how to obtain a DEA license.

DEA Instructions - Renewing a License: See the DEA’s website for instructions on how to renew a DEA license.

DEA Contact Information: The Pittsburgh District Office is located at 1781 McKees Rocks Road, Pittsburgh, PA 15136 | Ph: 412-777-1870 | Fax: 412-777-1880. For other locations, see DEA field office locations in the U.S.

Pennsylvania State Licensing Exemption

Exemption from PA Licensing Requirements: Under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, researchers [who purchase prescription drugs (including controlled substances) and devices for lab research] are authorized to receive prescription drugs and are exempt from PA state registration or licensure provided the research is within the scope of an approved research protocol. Researchers must submit a completed Certification of Exemption signed by the investigator’s Department Chair or Dean. The executed Certificate of Exemption must then be submitted to the supplier and to Purchasing Services (Cathedral of Learning 3309 or fax to 412-624-5262).

Authorized Supplier for Controlled Substances

In order to satisfy audit requirements, orders of controlled substances for laboratory research may only be placed through Henry Schein Animal Health Supply (HSAH). Requests to use alternate suppliers must be reviewed by Purchasing Services on a case-by-case basis. The requestor must obtain written confirmation (an email from HSAH) that HSAH does not carry the product then contact Purchasing Services at 412-624-6205. See RCCO guidelines for further information.

HSAH Contact: Tina Lauer | Ph: 855-724-3461 x 5518 Fax: 614-553-6856 | tlauer@henryscheinvet.com

How to Order Controlled Substances

University Guidelines: See the RCCO’s Controlled Substance Guidelines on how to order controlled substances.

DEA Guidelines: See the Diversion Control/Practitioner’s Manual for details.

Ordering Schedule II Controlled Substances

Orders for schedule II controlled substances must be submitted to HSAH from the Purchasing Services Department. Purchasing Services will issue the purchase order and mail (UPS Overnight) to HSAH. Simply forward the following documents to Purchasing Services at 3309 CL:
- Completed Requisition - include your HSAH account number
- First two (original) pages of a completed DEA form 222 including shipping information.
- Copy of the PI’s currently active DEA registration.
- Copy of the PI’s currently active certification of exemption or PA practitioner’s license.

Ordering Schedule III-IV Controlled Substances

If the order total is $5000 or less, place it through the PantherExpress System, reference the purchase order and HSAH account numbers, and fax (614-553-6856 x 5518) or scan and email the following directly to HSAH:
- Copy of the PI’s currently active DEA registration.
- Copy of the PI’s currently active certification of exemption or PA practitioner’s license.

If the order total is over $5000, forward the following documents to Purchasing Services CL 3309:
- Completed Requisition - include your HSAH account number
- Copy of the PI’s currently active DEA registration.
- Copy of the PI’s currently active certification of exemption or PA practitioner’s license.

Ordering Non-controlled Prescription Drugs or Devices

Orders of prescription drugs (excluding controlled substances) or devices for laboratory research may be placed through the external supplier of your choice. If the order total is $5000 or less, place it through the PantherExpress System and fax or scan a copy of the PI’s currently active certification exemption or PA practitioner’s license directly to the supplier. If the order is over $5000, follow the instructions above for schedule III-IV controlled substances over $5000.

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Purchasing Method for DEA Controlled Substances and Prescription Drugs / Devices

Is item a DEA controlled substance?

YES

Is item a DEA Schedule II controlled substance?

YES

Has PI established an account with Henry Schein Animal Health (HSAH)?

YES

Purchase from HSAH through the PantherExpress System. Reference HSAH Account # on PO; Supply required documentation.

NO

Purchase from supplier of choice using the PantherExpress System. Must provide Certification of Exemption Form to the supplier and Purchasing Services.

NO

Is item available from HSAH?

YES

Submit requisition and appropriate backup to Purchasing Services for order placement.

NO

Purchasing Services issues PO to HSAH or designated supplier.

NO

Is item a prescription/legend drug costing less than $5000?

YES

1) Obtain email confirmation from HSAH regarding unavailability;
   2) Contact Purchasing Services at 412-624-25 to obtain authorization to order from alternative supplier.

NO

Is item a DEA Schedule III – V costing greater than $5000?

NO

Submit requisition and appropriate backup to Purchasing Services for order placement.

YES

Purchasing Services issues PO to HSAH or designated supplier.

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1) Call IT-LABS at 617-265-5582:
   a) Notify your account coordinator
   b) Provide completed application

2) DEA Registration Certification or Copy of PA Practitioner License

3) Complete application(s)

4) DEA Form 222

5) DEA Registration Certification

6) Certification of Exemption Form

7) Submit FDA Form 222 to Purchasing Services

8) Submit request for alternative approved supplier if item is not available from HSAH