

 <p>Environmental Health, Safety and Sustainability Office</p>	<p style="text-align: center;"><b>Controlled Substances</b></p> <p style="text-align: center;"><b>Office of Diversion Control U.S. Dept of Justice</b></p> <p style="text-align: center;"><b>Drug Enforcement Administration</b></p> <p style="text-align: center;"><b>Idaho Title 37.27 Article II</b></p> <p style="text-align: center;">Revision 3, March 11, 2014</p>
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## Introduction

This procedure is in place to ensure that Boise State University is in compliance with both State and Federal regulations concerning the use and handling of Controlled Substances. Controlled substances are drugs whose general availability is restricted or outlawed because of their potential for abuse or addiction, and are regulated by the [Controlled Substances Act](#) . Please refer to the list of [DEA Controlled Substances](#). This procedure applies to University staff and students who utilize controlled substances while teaching or conducting research. Compliance will be accomplished by proper licensing with the State and the U.S. Department of Justice Drug Enforcement Administration (DEA), record keeping, inventory, auditing and handling by University staff.

## Definitions

**Authorized Users** – A University employee authorized to use controlled substances by a Unit Registrant who may also serve as the Authorized User’s direct supervisor.

**Co-incident Activities** – Individuals holding a DEA Registration that plan to work with Controlled Substances outside of the class they are registered for, will have to register with the DEA for the additional class of Controlled Substance. [Registration for Independent Activities](#)

**Controlled Substance** – Is any material listed on Schedule 1-5, List 1 and List 2. Controlled substances are regulated regardless of dilution. They are regulated until they are either consumed or administered.

**Laboratory Coordinator** – A senior authorized user assigned responsibilities by the Unit registrant to oversee the day to day use of controlled substances within an individual laboratory or a suite of laboratories.

**Licensed Practitioner** – A physician, dentist, veterinarian, or other individual licensed, registered or otherwise permitted by the United States or the jurisdiction in which they practice, to dispense a controlled substance in the course of professional practice.

**List I Chemical** - a chemical that, in addition to legitimate uses, can be used in manufacturing a controlled substance in violation of the Act and is important to the manufacture of a controlled substance.

**Power of Attorney** – Power of Attorney may be granted by Unit Registrants to the department head or senior administrator using the [Power of Attorney form](#) available in this document. This form may be used to order schedule I or II controlled substances and execute DEA order forms in absence of the Unit Registrant.

**Practitioner –**

(1) A physician, dentist, veterinarian, scientific investigator, or other person licensed, registered or otherwise permitted to distribute, dispense, conduct research with respect to or to administer a controlled substance in the course of their professional practice or research in this state.

(2) A pharmacy, hospital or other institution licensed, registered or otherwise permitted to distribute, dispense, conduct research with respect to or to administer a controlled substance in the course of their professional practice or research in this state.

**[Schedule I Controlled Substances](#)** - Substances in this schedule have a high potential for abuse, have no currently accepted medical use in treatment in the United States, and there is a lack of accepted safety for use of the drug or other substance under medical supervision. Some examples of substances listed in schedule I are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, ecstasy.

**[Schedule II Controlled Substances](#)** – Substances in this schedule have a high potential for abuse which may lead to severe psychological or physical dependence. Examples of single entity schedule II narcotics include morphine and opium. Other schedule II narcotic substances and their common name brand products include: hydromorphone (Dilaudid®) methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®), and fentanyl (Sublimaze® or Duragesic®). Examples of schedule II stimulants include: amphetamine (Dexedrine®, Adderall®), methamphetamine (Desoxyn®) and methylphenidate (Ritalin®). Other schedule II substances include: cocaine, amobarbital, glutethimide, and pentobarbital.

**[Schedule III Controlled Substances](#)** – Substances in this schedule have a potential for abuse less than substances in schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence. Examples of schedule II narcotics include combination products containing less than 15 mg of hydrocodone per dosage unit (Vicodin®) and products containing not more than 90 mg of codeine per dosage unit (Tylenol with codeine®). Also included are buprenorphine products (Suboxone® and Subutex®) used to treat opioid addiction. Examples of schedule III non-narcotics include benzphetamine (Didrex®), phendimetrazine, ketamine, and anabolic steroids such as oxandrolone (Oxandrin®).

**[Schedule IV Controlled Substances](#)** - Substances in this schedule have a low potential for abuse relative to substances listed in schedule III. An example of a schedule IV narcotic is propoxyphene (Darvon® and Darvocet-N 100®). Other schedule IV substances include: alprazolam (Xanax®), clonazepam (Klonopin®),

clorazepate (Tranxene®), diazepam (Valium®) lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

**Schedule V Controlled Substances** – Substances in this schedule have a low potential for abuse relative to substances listed in schedule IV and consist primarily of preparations containing limited quantities of certain narcotics. These are generally used for antitussive, antidiarrheal, and analgesic purposes. Examples include cough preparations containing not more than 200 mg of codeine per 100 ml or per 100g (Robitussin AC® and Phenergan with Codeine®).

**Unit Registrant-** A University employee delegated by his/her Unit to hold a DEA registration in the name of the Unit and to order, store, distribute, use and dispose of controlled substances within that Unit.

## Monitoring and Inspection

Environmental Health, Safety and Sustainability is responsible for monitoring the record-keeping, inventory, security, and disposal of controlled substances. Inspections will be conducted on a semi-annual basis to assist you with controlled substance handling procedures and to assure University compliance with DEA regulations. If you have questions concerning controlled substances contact the Environmental Health and Safety Office at [ehs@boisestate.edu](mailto:ehs@boisestate.edu).

## Licensing and Registration

Since the University cannot, by law, maintain a campus wide registration for controlled substances, or List 1 Chemicals it is the responsibility of each individual Principal Investigator (PI) to obtain appropriate licenses and registration, and to adhere to applicable state and federal regulatory requirements when working with these agents. Regulatory agencies may include the DEA and the Idaho State Board of Pharmacy (ISBP).

Each protocol involving a Controlled Substance requires separate submittal and approval by DEA and the Idaho State Board of Pharmacy (ISBP).

### Registration Process:

Prior to registering the researcher must have approval from the Chair and the Dean of their department in order to apply for a controlled substance license. If the work will involve the Institutional Biosafety Committee (IBC) or Institutional Animal Care and Use Committee (IACUC), approval from these committees will also be necessary. If there is no committee approval the applicant must contact EHSS regarding lab safety and waste generation and disposal considerations.

- **Federal Registration:** Applicants will need to complete the [DEA registration application](#). *DEA registrations remain active for one year and are issued by the Attorney General.*

- **Reminders:** It is the responsibility of the licensee to obtain timely renewals and prevent license lapse. Every registrant shall be required to report any change of professional or business address in such manner as the Attorney General shall by regulation require.
- **Revocations:** In the event the Attorney General suspends or revokes a registration granted under section 823 of this title, all controlled substances or list I chemicals owned or possessed by the registrant pursuant to such registration at the time of suspension or the effective date of the revocation order, as the case may be, may in the discretion of the Attorney General, be placed under seal. No disposition may be made of any controlled substances or list I chemicals under seal until the time for taking an appeal has elapsed or until all appeals have been concluded.
- **State Licensing:** All Idaho researchers must hold a valid controlled substance registration with both the Idaho State Board of Pharmacy and the DEA prior to purchasing, dispensing, administering or maintaining an inventory of controlled substances in the State of Idaho. The State recommends that researchers apply online with the DEA then submit their completed application to Board of Pharmacy. *University applicants are Fee Exempt, but must reapply annually.* Each application must include a copy of the researchers protocol associated with the work.
  - [Idaho State Board of Pharmacy Controlled Substance Researcher Registration Application](#)

The Attorney General may, in his discretion seize or place under seal any controlled substances or list I chemicals owned or possessed by a registrant whose registration has expired or who has ceased to practice or do business in the manner contemplated by his registration. Such controlled substances or list I chemicals shall be held for the benefit of the registrant or his successor in interest. The Attorney General shall notify a registrant, or his successor in interest, who has any controlled substance or list I chemicals seized or placed under seal of the procedures to be followed to secure the return of the controlled substance or list 1 chemical and the conditions under which it will be returned. The Attorney General may not dispose of any controlled substance or list I chemical seized or placed under seal under this subsection until the expiration of one hundred and eighty days from the date such substance was seized or placed under seal.

#### **Application for Registration and Renewal Forms**

- [DEA Instructions and Online Application for Registration \(DEA Form 225\)](#)
- [DEA Form 224A 225A \(Renewal Forms\)](#)
- [DEA form 224 \(teaching\)](#)

## Documentation Needed for the Non-Practitioner Application Process:

- Applicant will need to verify their identity by providing their social security number for the DEA application.
- Applicant's curriculum vitae.
- Copy of Boise State's IACUC or IBC protocol including signature approval page. If not applicable, a one page summary listing the procedures to be performed using the controlled substances; the types and quantities of drugs to be stored on site; specific protocols for monitoring drug usage, inventory control, destruction, security, storage, and access; and research objective.
- Names of people who will be handling or have access to storage of the controlled substance inventory and/or records.

## Renewal of Registration

The Federal Agency responsible for controlled substance registration sends notices via the U.S. Postal Service prior to expiration of registrations. If a letter is received, contact EHSS for assistance with the renewal process. Do not let your registrations expire. Copy EHSS and the Unit Registrant on all DEA correspondence. State of Idaho Registrations expire annually and the State of Idaho does not send the registrant a notice. Each registrant must note to do this on an annual basis.

## Procurement

It is legal and acceptable under current statutes to transfer controlled substances between vendors and end users via conventional shipping methods (UPS, FedEx, USPS), however all parties must take precautions to prevent diversion of these materials during transit.

1. DEA regulations provide that the material be delivered to the addressee/licensee only. (No routing through Central Receiving).
2. The material must be inspected upon receipt and any losses reported immediately. If Boise State has not accepted the shipment, it will be the responsibility of the sender to file the [DEA Form 106](#) for Loss. If Boise State has accepted the shipment, Boise State will need to fill out the [DEA Form 106](#) and report the incident to campus police.
3. Orders for controlled substances will be tracked by the licensee until they are received so as to be able to act on any loss in transit as soon as possible.
4. Controlled substances are to be properly secured and entered into [inventory](#) immediately upon receipt.
5. Prior to receiving any Controlled Substances an initial [inventory](#) will be taken indicating a zero balance.

## Storage and Security Control

Controlled substances must be handled and stored in a manner consistent with State and Federal law. Failure to do so can result in revocation of controlled substance license and imposition of fines.

In order to guard against theft or diversion, all controlled substances – regardless of schedule – must be kept under lock and key, and accessible only to authorized personnel. The number of authorized personnel must be kept to the minimum essential for efficient operation, and the stocks of controlled substances to the smallest quantity needed.

Controlled substances must be stored in a “substantially constructed, cabinet” and handled in accordance with [21 CFR 1301.71](#). This cabinet must be bolted to an immovable object and kept locked at all times. The cabinet should be placed separate from other chemicals, drugs or materials. Contents will be audited internally semi- annually by EHSS. The room in which the cabinet is located must have limited access during working hours and provide security after hours. All controlled substances must be kept locked except for the actual time required for authorized staff to remove, legitimately work with and replace them.

When possible, only authorized personnel should be allowed in the laboratory where controlled substances are used or stored. Authorized users names must be documented on the [Controlled Substance Authorized Users List](#) which is copied and forwarded to EHSS. Keep a copy of this form with the controlled substance inventory.

Note: Always ask visitors or individuals entering these areas for identification and why they are there. When maintenance work is done in the controlled substance storage area the research staff must maintain adequate observation.

## Purchasing Controlled Substances

To order a controlled substance you must first have a DEA license. The Controlled Substance Ordering Form (DEA Form 222) is a paper-based form used to order Schedule I and Schedule II controlled substances. It is requisitioned directly from the DEA and is required to be filled out in triplicate. The DEA Form 222 also allows the exchange of controlled substances from the registrant to another party registered with the DEA (typically used when a controlled substance is sent to a reverse distributor for credit or disposal).

### DEA Ordering Forms

Schedule I or II registrants can request official DEA Form 222 on-line at:

- <https://www.deadiversion.usdoj.gov/webforms/orderFormsRequest.jsp>.

You will receive the maximum number of order form books allowed for your business activity.

Schedule III, IV, and V drug orders do not require a DEA Form 222. These drugs can be ordered directly from the manufacturer. However, you may be asked to provide a copy of your DEA Registration before your order will be prepared and shipped.

The DEA form 222 is a triplicate form with preprinted information unique to each registrant. The forms are numbered serially and are sent in booklets of 7 or 14. Each form must be completed with no errors; otherwise the supplier will reject the order. The forms must be stored in a locked location. All DEA Form 222's including voided, used and unused forms must be tracked using the [Record of DEA Form 222](#) to maintain accountability. This form meets the DEA requirements for accountability of all DEA Form 222's.

Lost DEA Form 222 serial numbers must be reported immediately to EHS&S upon discovery.

Unused DEA form 222's must be returned in person to the DEA office at:

- 607 North 8<sup>th</sup> Street, Suite 400 Boise, Idaho

### **Use of DEA Form 222 (For Schedule I and Schedule II only)**

Copy 1 (brown) and Copy 2 (green) must remain attached with carbons intact. They are mailed or delivered to the supplier.

Copy 3 (blue) is retained and completed by the purchaser when the shipment arrives. Complete Copy 3 (blue) columns (Date of Receipt and Number of Items Received). Only the Unit Registrant or their [Power of Attorney](#) can sign a DEA Form 222.

**Note:** If the registration of any purchaser terminates (because the purchaser dies, ceases legal existence, discontinues research or professional use, or changes their name or address as shown on the registration) or is suspended or revoked as to all controlled substances listed in Schedules I and II for which he/she is registered shall relinquish all unused controlled substances and order forms for such substances. EHSS must be contacted to determine the proper procedure to follow for surrendering the registration and relinquishing the order forms and controlled substances in inventory.

### **Receiving**

All orders are to be received at the Unit Registrants physical work address. When receiving a controlled substance in the mail, the Unit Registrant or Authorized User must:

- Verify the contents
- Rectify any discrepancies
- Sign and date the purchase receipt
- File it with the controlled substances records
- Provide a copy of the receipt to the DEA Registrant
- Add the container to the [Administered/Dispensed log](#)

- **Do not accept a package if it has been damaged or it appears it has been tampered**

## Labeling

Ensure that each controlled substance container that has been removed from its original container, or has been compounded or diluted, is labeled according to federal [21 CFR 1300](#) and state [IDAPA 27.01.01](#) regulations. Labels of all controlled substances used in research must include the following:

- Name of substance
- Schedule of drug
- Lot number
- Date of dilution and initials/ expiration date no more than 30 days after dilution
- Final strength or concentration of controlled substance
- Volume or amount of substance per container

Ensure that the compounding or diluting of a controlled substance is documented in the [Administered/Dispensed Log](#).

The act of compounding each concentration of the solution and the number of new containers must be documented.

Each new container must be accounted for and labeled in the same manner as original containers.

## Use of Controlled Substances

Record each use of a controlled substance in the Controlled Substance [Administered/Dispensed Log](#), the [Single Drug Disposition Record](#), and/or the [Combined Drug Disposition Record](#).

NOTE: The person performing a task (i.e. receiving, using, disposing) is responsible for documenting the necessary information in the logs noted above.

This information below is required on the forms above and should also be noted in research records/lab notebooks.

- Date of use
- Name of drug
- Strength or concentration of drug
- Purpose of use (i.e. protocol number or other info)
- Amount used
- Amount disposed of, if any
- Amount combined or diluted, if any
- Amount transferred, if any

- Initial of user

## **Authorized Users**

Authorized users must be University faculty, staff, or students. Provisions can be made for visiting faculty on a case by case basis. The number of Authorized Users must be limited to the minimum number of people necessary to conduct the research. All Authorized Users conducting research and/or teaching activities must complete the DEA based [questionnaire](#).

All authorized users must also sign the [Authorized User Signature log](#). Once completed the [questionnaire](#) and log must be submitted to the Unit Registrant or Laboratory Coordinator in your department. The Unit Registrant or Laboratory Coordinator will maintain a file of the completed questionnaires and signature logs. All authorized users must be trained on this program prior to using controlled substances.

Only Licensees and Authorized Users may work with controlled substances. Controlled Substance work is limited to the scope of the approved protocol. Work using Controlled Substances must be completed in the presence of the Licensee. Boise State requires that Licensee's be on the same floor as the work that is being completed using these substances.

## **Transfer of Controlled Substances**

Boise State University does not allow the transfer of Controlled Substances between Boise State principal investigators as this is not allowed in the DEA registration. Please note that it is a felony to provide/possess a controlled substance that is not registered with the DEA.

In addition, researchers may not transfer controlled substances to or from other institutions and they cannot be carried across state lines.

## **Classroom or Academic Administration of Controlled Substances**

When controlled substances are needed for classroom experiments or exercises, the instructor must submit a request in advance to the controlled substance Laboratory Coordinator advising him or her of the need, the time and any other details necessary to arrange a response. When needed, the controlled substance will be removed from storage and transported to the use location by the Laboratory Coordinator. The Laboratory Coordinator will witness the administration, and [log](#) the use along with the person administering the controlled substance. The Laboratory Coordinator is then responsible for returning the remaining controlled substance to its secure storage. The controlled substance is never to leave the control of the Laboratory Coordinator.

## Expired Material or Unused Product

- Must be accumulated and stored under lock and key until ready for disposal.
- Excess controlled substances in syringes after a research procedure are required to be collected into a labeled bottle. Document the contents of the bottle on a [Controlled Substance Disposal Form](#).
- The use of expired pharmaceuticals, biological, and supplies is not consistent with acceptable veterinary practice or adequate veterinary care. Euthanasia, anesthesia and analgesia agents should not be used beyond their expiration date, even if a procedure is terminal.
- Other expired materials should not be used unless the manufacturer verifies efficacy beyond the expiration date, or the investigator is able to document to the satisfaction of the IACUC that such use would not negatively impact animal welfare or compromise the validity of the study.
- Unused Dilutions or Unused Product
  - If a dilution of a Controlled Substance is not completely consumed contact EHSS for appropriate disposal methods.

Controlled substances injected into research animals, consumed in a reaction, or converted into a non-recoverable hazardous waste mixture may be disposed of through routine waste disposal procedures by EHSS.

## Spills

Breakage, spills, or other witnessed controlled substance losses do not need to be reported as loss. This type of loss must be documented by the registrant and witness on the [inventory record](#). Controlled substances that can be recovered after a spill, but cannot be used because of contamination (tablets), must be placed in the disposal/destruction waste stream (Completion of [DEA Form 106](#) required). If the spilled controlled substance is not recoverable (liquids); the registrant must document the circumstances in their [inventory records](#) and the witnesses must sign.

## Theft of or Missing Controlled Substances Reporting

The DEA license holder must have complete accountability of all controlled substances stored or used in their area. This makes keeping good records essential so that any shortages or missing controlled substances will not go unnoticed. Theft or misuse of a controlled substance is a criminal act that must be reported to the following agencies:

- Environmental Health, Safety and Sustainability Office 426-3999
- Dean of the College of Arts and Sciences, Tony Roark 426-1414
- Dean of the College of Engineering, Amy Moll 426-5719
- VP of Research, Mark Rudin 426-5732
- Office of Operations and General Counsel, Kevin Satterlee 426-1233
- College of Health Sciences, Tim Dunnagan 426-4116

- Idaho State Board of Pharmacy (208) 334-2356
- Nearest DEA office within 24 hours (208) 386-2100

In addition to the immediate phone reporting, [a Report of Theft or Loss of Controlled Substances \(DEA Form 106\)](#) must be completed and submitted to the DEA office. A copy of Form 106 must be faxed to the Idaho State Board of Pharmacy at (208) 334-3536.

Reporting is also necessary if small quantities of controlled substances become unaccounted for on a re-occurring basis. Keep copies of [DEA Form 106](#) in your inventory records. Contact Barbara Beagles 426-3999 with any questions or concerns.

## **Disposal and Loss Records**

To minimize waste, DEA registrants should only purchase quantities they intend to use. Damaged, expired, unwanted, unusable, or non-returnable Controlled Substances must be accounted for, retained, and disposed of in accordance with applicable State and Federal regulations.

Controlled substances in their original container which need to be disposed of should remain in the original container with the volume recorded on the Controlled Substance Disposal Form.

The disposal record must be dated to reflect when the products were sent for destruction and left your inventory.

Abandoned substances that were obtained PRIOR to the substance being classified as controlled substances (i.e. clean outs of old labs) are still the Registrant's responsibility. The Unit Registrant's Department should make every effort to contact the Licensee. EHSS should be consulted if this situation presents itself.

EHSS will coordinate the disposal between the Unit Registrant and the licensed disposal contractor. Because of this scheduling requirement, disposal may take up to 90 days from request.

## **Disposal of Controlled Substances**

### **Reverse Distribution:**

This option transfers ownership of the controlled substance to a DEA-approved Pharmaceutical Returns Processor for re-use, re-sale or destruction at a hazardous waste incinerator. This process may involve the completion of [DEA Form 41](#). EHSS will request a copy of Form 41 for our records. Contact EHSS to coordinate your disposal.

## Recordkeeping

- Every registrant shall maintain records and inventories and shall file reports required by [21 CFR 1304.03](#). A registered individual practitioner is required to keep records of controlled substances in schedules II, III, IV, and V which are administered in the lawful course of professional practice if they regularly engage in dispensing or administering.
- All records required shall be maintained for at least two years from the date of such inventory or records, for inspection and copying by authorized employees of the DEA. Retaining records for five years is advisable due to the statute of limitations. These records must be in conformance with the record keeping and inventory requirements of federal law.
- The use of codes, symbols, or foreign languages in identifying a controlled substance or person in the record is prohibited.
- Schedules I and II must be maintained separately from all other records of the registrant, and Schedule III, IV, and V must be maintained either separately from all other records of the registrant or in such form that the information required is readily retrievable from the ordinary business records of the registrant. The phrase "*readily retrievable*" means they can be separated out from other records in a reasonable time.
- Note: Records must be made available within five (5) working days after a request by the Idaho Board of Pharmacy for such records or information on controlled substances transactions.
- In the event that any controlled substances are lost, destroyed, or stolen the kind and quantity of the material and the date of discovery of such loss must be recorded in detail and properly reported.

### **The recordkeeping system should include the following information.**

\*All forms below meet DEA requirements.

**Purchasing Records:** The purchasing record (invoice, shipping document, or packing slip) must be annotated with the handwritten date of receipt. The date written on this document must match the date entered in the "Date Received" column on your [Record of Controlled Substance Purchases Form](#).

[Receipt of controlled substance](#): A separate and current record of the receipt of controlled substances, indicating date received, name and address of supplier, the type, strength or concentration, and amount of the controlled substances received.

[Administered/Dispensed](#): A separate and current record for the storage and use of each controlled substance, indicating the date, laboratory location/class, test subject description, and manner and dose of each administration. By noting starting volume or mass of substance in the container, each use is a subtraction from the starting quantity, and the running (decreasing) amount should equal the total amount remaining on hand

[Physical Inventory](#): A complete and accurate inventory of the stock of controlled substances within each registrant's possession must be performed initially. The type, strength, and quantity of all controlled substances must be recorded at this time. The person conducting the

inventory must also date and sign the record. After the initial inventory is taken, a new inventory of all stocks of controlled substances on hand should be conducted at least every two years. For additional information on DEA inventory requirements refer to:

[http://www.dea diversion.usdoj.gov/21cfr/cfr/1304/1304\\_11.htm](http://www.dea diversion.usdoj.gov/21cfr/cfr/1304/1304_11.htm)

**Bi-Annual Inventory:** As part of the biannual inspection, Unit Registrants must complete an inventory to compare the actual count of controlled substances in the safe to the amount in the written disposition records. More frequent inventories are recommended for laboratories using Schedule I or Schedule II drugs, higher volumes, multiple controlled substances or with many Authorized Users. Registrants must send a copy of the inventory annually to the Environmental Health and Safety Office.

## Discrepancy

If inventory and disposition records cannot be reconciled report the discrepancy internally on inventory records within 24 hours. If materials have been stolen, follow the Theft or Missing Controlled Substances section.

## Forms

These forms will be used to log the purchasing, administering, dispensing, and inventory of controlled substances possessed by DEA registrants.

- [Controlled Substance Physical Inventory](#)
  - [Record of Controlled Substance Purchases](#)
  - [Record of Controlled Substances Administered/Dispensed](#)
  - [Record of DEA Form 222 Use](#)
  - [Controlled Substance Authorized Users List](#)
  - [Controlled Substance Authorized User Preliminary Questionnaire](#)
  - [Registrants Inventory of Drugs Surrendered \(DEA Form 41\)](#)
  - [Report of Theft or Loss of Controlled Substances \(DEA Form 106\)](#)
  - [DEA Applications, Registration Tools, and Resources](#)
  - [DEA Order Forms Request \(for DEA Form 222\)](#)
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## **Controlled Substance Application Process**

New applications:

- Researcher – Complete [DEA Form 225](#) and [Idaho State Board of Pharmacy Controlled Substance Researcher Registration Application](#)
- Teaching Institution – Complete [DEA Form 224](#)

Renewals:

- Researcher – Complete [DEA Form 225A](#) and necessary Idaho State Board of Pharmacy paperwork
  - Teaching Institution - Complete [DEA Form 224A](#)
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## **Controlled Substance Links**

- [Code of Federal Regulations Schedule of Controlled Substances](#)
- [Idaho Administrative Code, Idaho Board of Pharmacy](#)
- [Idaho Administrative Code Rules Governing Controlled Substances](#)
- [Idaho State Board of Pharmacy](#)
- [U.S. Department of Justice Drug Enforcement Administration Office of Diversion Control](#)
  - [DEA Security Regulation \(21 CFR 1301.71 thru 21 CFR 1301.76\)](#)