

Individual Laboratory/ User

I want to start using controlled substances for research:

Is there a DEA registrant in the building you will be doing research in?

Yes

No

Complete the [Controlled Substance Training Module](#) (click for link)

Contact your unit administrator to appoint a DEA Registrant

Review the [DEHS Controlled Substances Website](#) (click for link)

Sign a [DEA-related questionnaire](#) (click for link)

Sign the Registrant's Authorized User Log

Submit a protocol in [eProtocol](#) (link) and keep it up to date

Follow all rules for Authorized Users

I am an authorized user of controlled substances, I would like to:

Purchase a new controlled substance

Provide an initialed and dated copy of the purchase receipt to the DEA Registrant

Create a [Single Drug Disposition Record](#) (click for link) for the initial container and file it in your compliance binder

Secure the controlled substance in a safe only accessible to Authorized Users

Use a controlled substance

Will you be diluting or combining the drug with something else before use?

Yes

No

Update your Single Drug Disposition Record with a new row to indicate the volume that was used to create a new container.

Create a new, [Diluted or Combined Drug Disposition Record](#) (click for link) for the new container and file it in your compliance binder.

As you use it, update your Diluted or Combined Drug Disposition Record with a new row, fill in all the information requested

Update your Single Drug Disposition Record with a new row, fill in all the information requested

Dispose of excess or expired controlled substances

Fill out the electronic [Controlled Substance Disposal Form](#) (click for link) and e-mail to [cshelp@um.edu](mailto:cshelp@um.edu)

DEHS will facilitate removal from your lab- **you do not need to fill out a Chematix request**