

University of Houston

Controlled Substances and Dangerous Drugs Guidelines

Controlled Substances (narcotics) and Dangerous Drugs (all other prescription drugs) are regulated by the Drug Enforcement Administration (DEA) and the Texas Department of Public Safety (DPS). All registrants who work with Controlled Substances and Dangerous Drugs (CS&DD) must maintain compliance with federal and state regulations. The CS&DD Program for the University of Houston is detailed in [UH MAPP 06.04.01](#).

The instructions below summarize the process of working with controlled substances at UH.

1. Registration: All researchers who work with controlled substances must have valid registrations with the DEA and the DPS.
 - a. The first step is to apply for the DEA registration by filling out DEA Form 225. This form can be found on the DEA website or obtained by contacting the DEA local office at 713-693-3660.
 - b. Then after receiving the DEA registration, apply for the DPS registration by filling out DPS Form NAR-77. This form can be obtained by contacting the DPS at 512-424-2188.

NOTE: The address on both registrations should be

Dr. _____ (Registrant)
Environmental Health and Risk Management
University of Houston
4211 Elgin, Room 183
Houston, Texas 77204-1005

2. Storage: All CS&DD must be kept in a heavy or bolted metal safe in a secured location. Several types of safes for may be purchased. Contact Environmental Health and Risk Managements (EHRM) at 713-743 5858 for more information.
3. Purchasing: All controlled substances must be purchased through Purchasing.
 - a. Purchase Requisitions are required to order controlled substances. DEA Form 222 is also required when purchasing controlled substances in Schedules I and II.
 - b. Fax or send the Purchase Requisitions to EHRM 1005 for pre-approval.
 - c. Dangerous drugs may be ordered through routine purchasing procedures.
4. Delivery process: EHRM receives all controlled substances through their Office with the exception of those for the Health Center's pharmacy. EHRM will log in the controlled substances and arrange for delivery to the PIs. Dangerous drugs will be delivered directly to the PIs.

5. Record and inventory keeping: PI should maintain all purchasing, dispensing, disposal, and inventory records for at least two years. All records must be kept current and readily available for inspection. EHRM will assist with six months inventories of controlled substances. PIs must also inventory dangerous drugs annually.
6. Audit process: EHRM will conduct CS&DD audits annually. The audits include a review of all records, a security evaluation, physical inventory verification, and any registrations changes.
7. Disposal: Expired and obsolete CS&DD may be returned to the manufacturer or properly disposed. EHRM and UH DPS periodically arrange pickup and disposal of expired and obsolete CS&DD.
8. Incidents: Any incidents of loss or theft of CS&DD must immediately be reported to EHRM and UH DPS for review prior to DEA reporting and documentation on DEA Form 106.