

DEA CONTROLLED SUBSTANCE APPLICATION PROCEDURES – 2-STEP PROCESS

Prepared 12/23/14 by Office of Sciences

VERY IMPORTANT – TTUHSC IS TAX EXEMPT! THERE IS NO COST FOR STATE OR FEDERAL LICENSES!

STEP 1 – Apply to Federal DEA for registration number

- **Fill out application at:** <https://www.dea diversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp>
 - Select **Form 225**
 - On Page 2 of the online form, check the box for “Certification for Fee Exemption”
 - On Page 3 of the online form, the Certifying Official Name will be your supervisor (Department Chair)
- **Complete the questionnaire below;** email to: Christopher.L.Hull@usdoj.gov or LaNeshia.Brown-Exum@usdoj.gov
 1. Copy of Curriculum Vitae.
 2. Copy of Research protocol.
 3. Location where the research will take place (physical address)
 4. List of controlled substances to be handled, and estimated quantity that will be kept on hand.
 5. Researcher’s First, Middle, Last Name, Date of Birth, Texas Driver’s License Number, SSN, and title
 6. Researchers’ Assistants/Graduate Students First, Middle, Last Name, Date of Birth, Texas Driver’s License Number, SSN, and title (provide this information for anyone who will have access to the substances).
 7. Name, Address, Contact Telephone Number, and DEA number of Controlled Substances Supplier if other than UTSW Medical Center.
 8. Copy of schematic floor plan of building where the controlled substances will be stored.
 9. Description of location where controlled substances will be stored and secured. Please include floor, room number, location of file cabinet, storage drawer, etc. If the safe is mounted or bolted to the floor, please include in description. Also include description of type of lock; key lock, combination lock
 10. Printed (Black/White or Color ink) digital photograph(s) of file cabinet, drawer, etc., to include the lock, where the controlled substances will be stored.
 11. Record keeping procedures for the controlled substances utilized in your research:
 - a) What data will be recorded in log? **(Refer to Title 21 Code of Federal Regulations 1304.22 (c))**
 - b) Name of person who will be responsible for the record keeping.
 - c) How often will physical count be taken? **(DEA Requires an inventory be taken at a minimum every two years Refer to Title 21 Code of Federal Regulations 1304.11)**

After DEA registration number is obtained, apply and obtain a Texas DPS Regulatory Services Division Controlled Substances Registration.

STEP 2 – TEXAS DPS REGISTRATION APPLICATION.

Utilize Texas DPS Controlled Substances Registration Form, or access online:

<http://www.txdps.state.tx.us/InternetForms/Forms/NAR-77-78.pdf>

If the link doesn’t work – please copy and paste into your web browser.

TEXAS DPS TAX EXEMPT FORM

Utilize Texas DPS Controlled Substances Tax Exempt form to avoid paying the fee.

**List DEPARTMENT CHAIR as Certifying Supervisor, and provide their contact information on the form.

MAIL THE TEXAS DPS REGISTRATION FORM AND TAX EXEMPT FORM TO:

Controlled Substances Registration MSC 0438

Texas Department of Public Safety

P.O. Box 15888

Austin, Texas 78761-5888

You may also fax to **(512) 424-5799**

This information is also listed on page 2 of the NAR-77-78 form.