

How to: Purchasing Controlled Substances

- [Controlled substances \(CS\)](#) may only be obtained and possessed by labs holding a DEA Registration.
- All CS purchases must be processed through the [UCSB Procurement Gateway](#).
- CS purchase requisitions may only be submitted by Authorized Users.
- Flexcards and Low Value Purchase Orders may never be used for purchasing CS.
- The [Controlled Substances Program Administrator](#) (CSPA) is required to review and approve all CS purchase requisitions before being processed and released to vendors.
- Labs receiving a CS package must adhere to a specific receipt process:
 - Package is to be opened under dual custody (both individuals must be Authorized Users).
 - Any damage to the package or contents must be immediately reported to the CSPA.
 - Any discrepancies with the item(s) received as compared with the item(s) ordered must be immediately reported to the CSPA.
 - A [UCSB Controlled Substance Delivery Record](#) must be completed with one copy retained for the lab's records and one copy sent to the CSPA.
 - A [UCSB Controlled Substance Usage Log](#) must be initiated as soon as the CS inventory item(s) arrive.