

How to: Obtain DEA Registration

- Before a lab can begin working with controlled substances (CS), they must first apply for and receive a DEA Registration.
- Please contact the [Controlled Substances Program Administrator](#) (CSPA) prior to applying.
- The DEA Registration application is the [DEA Form 225](#). The application can also be filled out and submitted on the [DEA web site](#).
- If your project involves the use of vertebrate animals, an [Institutional Animal Care and Use Committee](#) (IACUC) Protocol must also be submitted and approved. DEA Registration issuance is contingent upon IACUC approval and can be submitted concurrently with the DEA Form 225.
- If your project requires the use of any Schedule I controlled substance you must also obtain [Research Advisory Panel of California](#) (RAPC) approval.
- RAPC approval is also required for any Schedule II controlled substance project involving human test subjects.
- The DEA Registration process typically takes six to eight weeks from the time of application to Registration issuance.
- After submitting the DEA application, you will be contacted by an agent once they have had adequate time to review. At this time, they will schedule a visit at your lab for the purpose of approving the CS storage location as well as verifying that proper CS handling and use protocol will be utilized.
- The campus CSPA requires additional documentation along with the DEA process prior to commencement of CS work:
 - [Personnel Screening Form](#) must be completed and submitted by the Registration Holder.
 - All Authorized Users (anyone having access to CS) are required to complete and submit [this form](#).
 - All persons with access to CS, including the Registration Holder if applicable, must complete a training module. This must be done prior to any CS work and again every three years as a refresher.