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 off 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.