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.