How to: Purchasing Restricted Chemicals

- **DEA List I Chemicals** as well as **California Precursor Chemicals** fall under the category of Restricted Chemicals and are subject to additional control measures at the time of purchase.

- DEA List II Chemicals include common solvents and acids. These chemicals may occasionally require additional steps to purchase. The **Controlled Substance Program Administrator (CSPA)** will assist when required.

- Restricted Chemicals may only be purchased from vendors located with the state of California. The CSPA strongly recommends **Spectrum Chemical**.

- Additional documents must be completed in order for the vendor to ship Restricted Chemicals to campus. These are the requirements of Spectrum Chemical:
  - QAF481 Form. This form is initiated by the purchaser and must be signed by the CSPA before submission.
  - Letter of Intended Use for the chemical being purchased. Must be on a UCSB departmental letterhead.
  - Two forms of Photo ID. UCSB ID along with a driver’s license is adequate. Passports are not accepted.
  - Signed Hard Copy PO.
  - Spectrum will provide the purchaser with both the QAF481 and Hard Copy PO.
  - QAF481, Letter of Intended Use, and Hard Copy PO must be hand-signed in ink. There can be only one purchaser; the same individual must complete and sign each document.
  - Once all documentation is ready, send them to the CSPA for final review and a signature.
  - CSPA will then submit the document package to Spectrum.
  - Once Spectrum has each of these items, the order will be placed on a 21 day hold prior to shipping.