Instructions: How to Order DEA Controlled Substances

The following instructions and links will help you with the process of ordering DEA controlled substances. If you have questions, contact Purchase, Pay & Travel Customer Service.

FEDERAL DEA REGISTRATION REQUIREMENTS

- **University Guidelines:** See the Office of Research Protections (ORP) Controlled Substance Guidelines for a list of federal as well as state registration requirements. Also see ORP's guidelines on DEA registration.
- **DEA Instructions - Applying for a License**: A DEA license is required for purchases of controlled substances. See the DEA's website for instructions on how to obtain a DEA license.
- **DEA Instructions - Renewing a License**: See the DEA's website for instructions on how to renew a DEA license.
- **DEA Contact Information:** The Pittsburgh District Office is located at 1781 McKees Rocks Road, Pittsburgh, PA 15136 | Ph: 412-777-1870 | Fax: 412-777-1880. For other locations, see DEA field office locations in the U.S.

PENNSYLVANIA STATE LICENSING EXEMPTION

Exemption from PA Licensing Requirements: Under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, researchers [who purchase prescription drugs (including controlled substances) and devices for lab research] are authorized to receive prescription drugs and are exempt from PA state registration or licensure provided the research is within the scope of an approved research protocol. Researchers must submit a completed Certification of Exemption signed by the investigator's Department Chair or Dean. The Certification of Exemption can be found on the ORP's website. The executed Certificate of Exemption must then be submitted to the supplier and to Covetrus North America.

AUTHORIZED SUPPLIER FOR CONTROLLED SUBSTANCES

In order to satisfy audit requirements, orders of controlled substances for laboratory research must be placed through Covetrus North America (formerly Henry Schein Animal Health Supply). Requests to use alternate suppliers must be reviewed by Purchasing Services on a case-by-case basis. The requestor must obtain written confirmation (an email from Covetrus) that Covetrus North America does not carry the product then contact Purchasing Services at 412-624-6205. See ORP guidelines for further information.

Covetrus North America Contact: Tina Lauer | Ph: 855-724-3461 x 5518 | Fax: 614-553-6856 | tina.lauer@covetrus.com

HOW TO ORDER CONTROLLED SUBSTANCES

- **University Guidelines:** See the ORP's Controlled Substance Guidelines on how to order controlled substances.
- **DEA Guidelines:** See the Diversion Control/Practitioner's Manual for details.

Ordering Schedule II Controlled Substances

Orders for schedule II controlled substances must be submitted directly to Covetrus North America from the Department purchasing the item. Departments must complete the following documents:

☐ Completed Requisition - include your Covetrus North America account number

☐ Original page(s) of a completed DEA form 222 including shipping information.

☐ Copy of the PI's currently active DEA registration.

☐ Copy of the PI's currently active certification of exemption or PA practitioner's license.

Before sending the documents to Covetrus North America, scan them to Tina Lauer (tina.lauer@covetrus.com) for initial review. After Tina's review, send these documents along with a copy of the Purchase Order created in the PantherExpress System.

After saving a copy of the completed DEA form 222 for your records, mail hard copy documents to Covetrus North America. This information can be mailed preferably via UPS overnight or FedEx (if UPS is not available). Please retain a copy of the tracking number for your records. Review this example of how to complete the DEA 222 form, which is now single-sheet, including the Covetrus North America mailing address.

Ordering Schedule III-IV Controlled Substances

If the order total is $15,000 or less, place it through the PantherExpress System, reference the purchase order and Covetrus North America account numbers, and fax (614-553-6856 x 5518) or scan and email the following directly to Covetrus North America:

☐ Copy of the PI's currently active DEA registration.

☐ Copy of the PI's currently active certification of exemption or PA practitioner's license.

If the order total is over $15,000, contact Purchase, Pay & Travel Customer Service.

Ordering Non-controlled Prescription Drugs or Devices

Orders of prescription drugs (excluding controlled substances) or devices for laboratory research may be placed through the external supplier of your choice. **If the order total is $15,000 or less**, place it through the PantherExpress System and fax or scan a copy of the PI's currently active certification exemption or PA practitioner's license directly to the supplier. **If the order is over $15,000**, follow the instructions above for schedule III-IV controlled substances over $15,000.