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

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