

APPLICATION FOR USE OF CONTROLLED SUBSTANCES IN RESEARCH OR TEACHING

State and Federal laws and regulations govern the acquisition, possession and use of controlled substances. This application is to be submitted to the Controlled Substances Officer prior to the initiation of any research project or instructional activity involving the use of controlled substances. This information will be reviewed and held on file as a current protocol until the project is completed or discontinued.

PLEASE COMPLETE THE FOLLOWING INFORMATION, SIGN AND DATE THE APPLICATION.

1. Name of Project Director:

2. Department:

Campus Phone:

3. Project Title:

4. Type of Project: (Check one)

Research

Instruction

5. If instruction, Course name, and number

Location of Instructional activity

6. Brief description of intended drug usage protocol including the type of drug or drugs to be used, purposes of use (e.g., anesthesia, sacrifice) and anticipated quantities of use per unit of time, such as per month or year.

7. List the names of any persons you want to have access to your sub stock cabinet. Generally, approvals will be given only for members of the faculty or professional staff, persons having appointments as post-doctoral students, research associates and graduate students. Faculty signature is endorsement of qualifications.

8. List the name of any person(s) you want to be able to secure drugs from the main stock (Controlled Substances Officer).

9. I will need a sub-stock cabinet installed in

10. I agree to maintain up-to-date records of all possession, use and transfer of Controlled Substances in accordance to DEA and University policies.

11. I agree to keep the single set of keys to the sub-stock cabinet secure at all times.

12. I agree to keep the sub stock cabinet locked at all times other than during the actual transfer of Controlled Substances.

13. I have read and agree to comply with University policies and procedures on the use of Controlled Substances.

Project Director

Date

***Submit this application to Robert Snyder, Controlled Substances Officer, Division of Research,
Research Development Services, Couper Administration, Room 242**

FOR OFFICE USE ONLY

Approved

Date Received

Disapproved

Date of Action

Approved as Revised

Project No.

Sub-Stock No

Installed in

Controlled Substance Officer

Date