

 <b>Environmental Health and Safety</b>  <b>TITLE:</b> Purchasing Controlled Substances	<b>Effective Date:</b> 03/07/2023	<b>Instruction Number:</b> EHS_SOP350_INST002
	<b>Revision:</b> <b>2</b>	<b>Page 1 of 2</b>
	<b>Responsible Authority:</b> Health Sciences Campus Safety Officer	

### 1. APPLICABILITY

Access to controlled substances (CS) must be kept to an absolute minimum number of specifically authorized users who are under the supervision of the registrant. CS must have at minimum two levels of security.

### 2. PROCEDURE STATEMENT

Controlled substances are ordered from a vendor or agency licensed to sell/dispense them.

### 3. DEFINITIONS

CS: Controlled Substances.  
HSC: Health Science Campus.

### 4. RESPONSIBILITY

Prior to placing an order for purchasing CS, a Florida Exemption Letter and the DEA Registration must be obtained and kept up to date.

All purchases of CS must be approved by the HSC Safety Officer before your department's purchaser submits the order. The HSC Safety Officer will review and sign the departmental purchase order form for approval and then return it to the department's purchaser. It is a violation of the UCF Possession of Prescription Drugs and Controlled Substances Procedure to procure CS without approval from Environmental Health and Safety (EHS).

Not submitting a copy of the departmental purchase order form will hinder the purchasing process until corrective actions are met, if items on the CS inspection checklist remain outstanding. Purchasing will not be able to process purchase orders without EHS approval. EHS involvement will ensure that recordkeeping is in compliance and all CS are accounted for.

## 5. INSTRUCTION

### ***Purchases of Schedule I and II CS and Using DEA Form 222:***

On new single-sheet DEA Form 222, purchasers must make a copy of the original form for their records before forwarding the original to the supplier. In accordance with the UCF Possession of Prescription Drugs and Controlled Substances Procedure, a copy must be retained in the Controlled Substances Manual.

The purchaser must prepare and execute a DEA Form 222 using typewriter, computer printer, pen, or indelible pencil. The purchaser must record on its copy of the DEA Form 222 the number of containers furnished on each line item and the dates on which the containers are received by the purchaser.

If any errors occur while filling out the form, the form must be voided and retained with the registrants' controlled substances records.

Note: DEA Form 222 is not required for purchase of Schedules III to V.

## 6. RECORD KEEPING

A copy of the purchase order and DEA Form 222 (if applicable) must be kept in the CS Manual.

## 7. DISTRIBUTION

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## 8. DOCUMENT HISTORY

Date	Revision number	Author	Modifications
04/26/2018	0	Casey Brock	Format based on EHS_SOP001
05/12/2022	1	Thaismary Morales	Form 222 process updates
03/07/2023	2	Thaismary Morales	Minor edits