3.1.3 NARCOTIC AND CONTROLLED SUBSTANCES

Under the Drug Abuse Prevention and Control Act of 1970 that went into effect May 1, 1971, a large number of narcotics and drugs can now be purchased only if the purchases are registered with the Federal Bureau of Narcotics.

The using departments must obtain registration numbers for the purchase of narcotics and controlled drugs that come under Schedules II, III, IV and V of the above act.

A. Requisitions for purchase of Schedule II, III, and IV may be entered into the People Soft system electronically or be sent to Purchasing on the requisition form to be entered electronically. When requisitioning Narcotic orders the following information must be provided.

1. Full name or brand name
2. Strength
3. Form (tablet, liquid, capsule)
4. Name of person who will use the material
5. Location of laboratory using substance
6. The appropriate DEA number
7. DEA form completed with above data.

The DEA form must be sent to the vendor by the ordering department or Purchasing along with the Purchase Order.

B. The Purchasing Office will process the requisition according to normal purchasing procedures. Purchase orders for controlled substances will be stamped with the word “NARCOTICS”, and will contain the name of the person to whom the item should be delivered.

C. Central Receiving:
   The ordering department may request that the narcotic order be delivered to and signed for by a specific individual within the department. If this is not the case, the shipment will be handled routinely as any other shipment and distribution. If this is the case, the ordering department will need to provide the following to the Receiving Department:
   1. Carrier making the shipment.
   2. Tracking Number if known.
   3. Purchase Order Number
   4. Individual(s) authorized to sign for the material.
   5. Room or Lab Number of signing individual’s workplace.
D. The Department receiving the controlled substance will:

1. Sign the receiving report for the material received.

1. Sign the receiving report for the material received. (Only the individual ordering the material may sign for it.)
2. Maintain departmental records detailing receipts and disbursements of each item, using an appropriate inventory form. The departmental record system should provide a method of identifying each individual order, the date it was received or dispensed, quantity received, unit in which packaged (package, pint, 500 gm., bottle, etc.), name of user, quantity used and balance on hand.
3. This record should be maintained in the department’s active files until it has been audited by an investigator of the Federal Bureau of Narcotics. After the audit, the records of completely dispensed and audited substances should be retained in the department’s files for a period of six years, as required by law for all public records.

4. A record of all purchases which have not been fully dispensed, even though they have been audited by the Federal Bureau of Narcotics, should be retained in the department’s active files.

5. The department must provide locked, secure storage facilities (the keys or combination of which must be restricted). The head of each department shall be responsible for providing such facilities.

6. To maintain an effective inventory control, the researcher should physically count the controlled substances on a yearly basis. Upon conducting such physical count, notation should be made on the inventory records maintained by the department.