

## Authorized Users

Authorized users are University employees authorized to use controlled substances by the department's registrant. Anyone interested in becoming an authorized agent or acquiring controlled substances should contact the registration holder or the FAES Office for Research and Graduate Education.

Authorized agents should be limited to the smallest number of people possible. Only those faculty, staff, and students in the laboratory who have direct access to controlled substance storage locations, or those who will come in direct contact and perform experiments with the controlled substances, or those who would be authorized to pick-up controlled substances from university sources should become authorized agents.

The authorized user must complete a Controlled Substance Program Security Release ([OSU Controlled Substance Form 4](#)) and submit to a criminal background check if one has not been performed within the past 12 months.

### Authorized users must:

- Complete the required training in BuckeyeLearn "CFAES Controlled Substances in Research".
- Undergo a background check.
- Sign Authorized Users signature log.
- Comply with the directions for using controlled substances given by the Registrant.
- Maintain accurate records of the acquisition, use, and disposition of controlled substances.
- If authorized to purchase controlled substances, follow purchasing guidelines.
- Use proper personal protective equipment and adhere to safe practices while using controlled substances.
- Report any significant volume discrepancies to the Unit Registrant.

### Training Requirement:

When using controlled substances in research activities, all employees in the College of Food, Agricultural, and Environmental Sciences must comply with federal and state regulations, as well as institutional guidelines. This module provides FAES registrants and authorized agents training on the use of controlled substances to meet the regulatory requirements. Training includes a regulatory overview, controlled substance schedules, recordkeeping requirements and form use, storage, disposal, personnel changes, and best practices.

The training is available in OSU BuckeyeLearn, "CFAES Controlled Substances in Research."

### Forms:

- [OSU Controlled Substance Form 3 – Authorized Agent List](#)
- [OSU Controlled Substance Form 4 – Security Release](#)