

## Registrants

Investigators who seek to obtain a research or instructing registration for use of controlled substances in animal or laboratory research must first notify their department Chair/Director and the FAES Associate Dean for Research and Graduate Education, prior to registering with the Board of Pharmacy and/or the DEA.

The investigator 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.

Drug Enforcement Administration (DEA) Registrants must:

- Complete the required training in BuckeyeLearn “CFAES Controlled Substances in Research”.
- Maintain a current DEA registration whenever controlled substance are being used.
- Require any person that handles controlled substances to complete a background check.
- Authorize the purchase, use, and disposal of controlled substances.
- Maintain an accurate list of authorized users of controlled substances.
- Supervise the use of controlled substances.
- Conduct a physical inventory of controlled substances at least every two years.
- Maintain all records for at least three years.
- Report any significant volume discrepancies to [FAES Safety and Compliance Team](#), the FAES Associate Dean for Research and Graduate Education.

### 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:

[Applying Online for DEA Registration](#)

[OSU Controlled Substance Form 4- Security Release](#)