

GuideSheet

Controlled Substance Use Authorization (CSUA)

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Controlled Substance Use Authorization (CSUA) is a permit issued by USC's Controlled Substances and Precursor Chemicals Program that enables the Principal Investigator to handle and work with narcotic/non-narcotic drugs (see [21 CFR §1308.11-1308.15](#)) and precursor chemicals. Enrollment in the program and adherence to protocol ensures compliance with both State and Federal regulations.

TO USE CONTROLLED SUBSTANCES (CS) AT USC, WHAT DO I NEED TO DO?

To use CS at USC for research and/or teaching purposes, the following is needed:

- a. Apply for and acquire a DEA registration (see [DEA Registration & Renewal Fact Sheet](#)).
- b. Enroll in the [Controlled Substances Use Authorization \(CSUA\) Program](#) with EH&S.

HOW DO I ENROLL IN THE CSUA PROGRAM?

1. Forward a copy of your DEA registration to ehs-cs@usc.edu.
2. Complete the [CSUA Application](#).
3. Forward a copy of the CSUA form to ehs-cs@usc.edu. The EH&S CS Manager will review your CSUA application as well as approved IACUC protocols. The CS Manager will then approve your CSUA application.
4. Enroll in the in-person, [Controlled Substances Training \(CST\)](#) offered by EH&S. DEA registrant and all Authorized Users must complete the training prior to CS use and handling.
 - a. Register via [TrojanLearn](#) using USC Net ID.
 - i. Type "CST" into search box and enter. Click on Controlled Substances (CST).
 - ii. The training details page will appear with specific dates/times. Click on "Request" to register.
 - b. Register via Email - If you do not have a USC Net ID you may enroll in CST via email.
 - i. View CST courses at [training calendar](#) and select course of interest.
 - ii. Email request to register at [Registration Request](#) with the following information: (a) Course Title; (b) Session Date; (c) Session Time; (d) Your Name; (e) Your Advisor (DEA Registrant); and (f) DEA Registrant Email.

WHAT I NEED TO KNOW...

- Labs cannot use or possess controlled substances (CS) without a valid DEA registration.
 - Researchers must enroll in EH&S' Controlled Substances and Precursor Chemicals Program.
 - All DEA registrants with valid licenses are subject to unannounced audits by DEA agents and EH&S.
 - Refer to the [Waste Disposal of Controlled Substances Fact Sheet](#) for more detailed information on waste management.
 - Keep all [CS Usage/Disposal](#) and [Dilution/Disposal](#) logs for at least three years following disposal.
 - Immediately inform EH&S of any theft or loss of CS and complete a [Controlled Substances Incident Report](#) form.
5. After approval of the CSUA form and completion of CST, the DEA registrant and all Authorized Users will be permitted to use, store, and purchase controlled substances.

NOTE: In the event of an amendment, renewal, or deactivation of your CSUA, forward an updated copy of your CSUA form to ehs-cs@usc.edu.

REFERENCES

[21 CFR Parts 1300 - end Federal Register Volume 79, No. 174 September 2014, Part II](#)
[Title 21 Code of Federal Regulations; PART 1308 — SCHEDULES OF CONTROLLED SUBSTANCES](#)

