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 CSUA Application - CS-Form A
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.
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.

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 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.

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