

Controlled substances (CS; Schedule III-V) and precursor chemicals (DEA Lists I & II; California DOJ Chemicals List) must be approved by EH&S and purchased via the USC eMarket. eMarket requisitions may be submitted by DEA Registrants, Authorized Users, or Departmental Budget Analysts.

HOW TO ORDER CS THROUGH THE USC eMARKET

1. Log into [USC eMarket](#).
 - Use your USCnet username and password for access. NOTE: First time users must set up an eMarket account with Purchasing.
2. Order from any USC-approved vendor (see table).
 - Product information is available at the vendor website or via the toll free number.

Supplier	Phone	Add'l Docs Req.
Henry Schein Animal Health	(855) 724-3461	N/A
MWI Veterinary Supply Co.	(800) 824-3703	DEA Due Diligence Form ¹
SigmaAldrich	(800) 521-8956	N/A

- NOTE: Buprenorphine SR-Lab requires a veterinarian prescription to purchase. USC DEA Registrants may contact the [USC Department of Animal Resources \(DAR\)](#) for more information.

3. Create an eMarket requisition.
 - Proceed to **Forms** → select "Controlled Substance Request (Research Only)" → view and complete form.
 - Indicate supplier from the drop down menu.
 - Address on the order form must match the address listed on your DEA registration.
 - Required attachments:
 - Attach DEA registration to all CS orders.
 - MWI DEA Due Diligence form, if applicable.



¹ NOTE: MWI Veterinary Supply Co. requires a completed DEA Due Diligence Form (DDF). The DDF will only have to be completed once and is applicable for all future purchases. Write USC EH&S Acct #: 69080 for MWI Animal Health Account Number & Name. Return the completed DDF to ehs-cs@usc.edu prior to placing your eMarket order.

WHAT I NEED TO KNOW...

- Controlled Substances (Sch III-V) are purchased via the USC eMarket and orders are approved by EH&S.
 - A valid DEA registration and Controlled Substance Use Authorization (CSUA) are required to purchase Controlled Substances.
 - Schedule II drugs can only be purchased using [DEA Form 222](#), not through USC eMarket.
 - Do not order Controlled Substances in bulk.
 - Keep a record of all Controlled Substance orders and follow-up on any delays. Report lost orders to ehs-cs@usc.edu immediately.
4. Submit eMarket request. Once required fields are complete, click "Go" to submit CS eMarket requisition.
 5. The eMarket order will be routed to EH&S for approval.
 6. Vendor will fill order and directly deliver CS to DEA registrant.
 - NOTE: Schedule II Controlled Substances cannot be ordered via the USC eMarket. Obtain a [DEA Form 222](#) with a valid DEA registration and follow all instructions to complete. Email a scanned copy of all Schedule II orders to EH&S at ehs-cs@usc.edu.



REFERENCES

[21 CFR Parts 1300 - end](#)

USC Business Services:
<https://businessservices.usc.edu/>

