## Controlled Substance Purchase

### HOW TO ORDER CS THROUGH THE USC eMARKET

1. **Log into** [USC eMarket](https://businessservices.usc.edu/).
   - 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.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Phone</th>
<th>Add’l Docs Req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Schein Animal Health</td>
<td>(855) 724-3461</td>
<td>N/A</td>
</tr>
<tr>
<td>MWI Veterinary Supply Co.</td>
<td>(800) 824-3703</td>
<td>DEA Due Diligence Form¹</td>
</tr>
<tr>
<td>SigmaAldrich</td>
<td>(800) 521-8956</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Supplier Notes:**
- **NOTE:** Buprenorphine SR-Lab requires a veterinarian prescription to purchase. USC DEA Registrants may contact the [USC Department of Animal Resources (DAR)](https://businessservices.usc.edu/) for more information.
- **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.

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.

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](https://businessservices.usc.edu/) with a valid DEA registration and follow all instructions to complete. Email a scanned copy of all Schedule II orders to [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu).

### 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](https://businessservices.usc.edu/), 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.

### References

- 21 CFR Parts 1300 - end
- USC Business Services: [https://businessservices.usc.edu/](https://businessservices.usc.edu/)

---

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.