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 Workday. Workday requisitions may be submitted by DEA Registrants, Authorized Users, or Departmental Budget Analysts.

**HOW TO ORDER CS THROUGH WORKDAY**

1. Log into Workday.
   - Use USCNet two-factor authentication for access.
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>Covetrus</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>

- 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 a Workday requisition.
   - Proceed to Purchases → Create requisition → Choose **Controlled Substance for Research** as the requisition type.
   - Select appropriate building and floor for **Deliver-To** by typing the appropriate three letter building code (e.g., NRT) into the search bar.
   - **NOTE:** Controlled substances must be delivered to the address listed on the DEA registrant’s license. Select the **Deliver-To** and **Ship-To** address accordingly.
   - Under **Select an Option** choose **Request Non-Catalog Items** → Indicate **Item Description** → Select **Chemicals Controlled Substances (Research)** as the spend category → Indicate supplier, quantity and unit of measure → Select **Add to Cart**.

**WHAT I NEED TO KNOW...**

- Controlled Substances (Sch III-V) are purchased via Workday 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 Workday.
- 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.

- Proceed to **Checkout**. Once in **Checkout**, indicate purchase **Items** by typing desired material into search bar.
- Add applicable DEA registration and supplier forms (e.g., MWI DDF) under **Attachments**.

4. Submit Workday requisition by clicking **Submit**.

5. The Workday 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 Workday. 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/

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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 Workday order.