Only DEA Schedule II-V drugs are permitted at USC. Use of DEA schedule I drugs [e.g., Cannabis, Cocaine] is prohibited without special permission from the DEA and USC Office of Compliance.

**WHAT I NEED TO KNOW**

- Medical practitioners are permitted to use their existing DEA registration for research in a lab at USC given the address on their DEA license matches the storage and use location of the CS used for research.
- In addition to acquiring a DEA registration, researchers and practitioners who use CS for research are also required to enroll in USC’s Controlled Substances Use Authorization (CSUA).
  ◊ Refer to the USC EH&S Controlled Substances Use Authorization (CSUA) Program Guide Sheet for more detailed information.
- DEA registrations must be renewed prior to their expiration date.
- Working with controlled substances under a lapsed (expired) DEA registration may result in serious consequences that include fines.
- Contact ehs-cs@usc.edu if a DEA registration is no longer.
  ◊ If you still have controlled substances in your possession (i.e., expired or unused), please complete CS Form G - Controlled Substance Waste Disposal Request and forward a copy to ehs-cs@usc.edu.
- For more information, visit the DEA FAQ web page or contact ehs-cs@usc.edu.

5. To use CS *in vitro*, consult with Biosafety (323) 442-2200 biosafety@usc.edu to see if IBC registration is required.
6. DEA agents, DEA Registrant, and EH&S CS personnel will meet at the location listed on the application.
7. Following approval of submitted documentation, a DEA registration will be granted.

![Ketamine](image)
How often do I renew my DEA registration?

- Registration is renewed annually if you originally filed Form 225 or every three years if you originally filed Form 224.
- The DEA will notify the DEA registrant electronically or by US Mail of the upcoming expiration. EH&S will also dispatch frequent reminders to the DEA registrant as a courtesy to ensure continuance of the registration.
  
  Renewal/reinstatement of a registration by the DEA is usually a four to six week process and is contingent upon the following criteria:
  
  - **Renewal application submitted PRIOR to expiration date.** The registrant may continue operations, authorized by the registration, beyond the expiration date until final action is taken on the application.
  - **Renewal application submitted AFTER expiration date.** The DEA will allow the reinstatement of an expired registration for one calendar month after the expiration date. If the registration is not renewed within that calendar month, an application for a new DEA registration will be required.

**NOTE:** Federal law prohibits the handling of controlled substances or List 1 chemicals for any period of time under an expired registration. It is the responsibility of the DEA Registrant to renew his/her registration prior to its expiration and provide EH&S with a copy.

How do I renew my DEA registration?

1. Access the [DEA Registration Renewal Form Login](http://ehs.usc.edu) online.
2. Complete all required fields and click the “Login” button.
3. Complete per instructions provided by the DEA.
   
   a. California does not have a state controlled substance registration program. Therefore, complete section 3 as follows:
      
      - State License Number - “Not Applicable”.
      - State License State - “California”.
      - State Controlled Substance Number - “Not Applicable”.
      - Expire Date - Select an expiration date after the date of your renewal registration application submittal.
   
4. Forward a copy of your updated DEA registration to ehs-cs@usc.edu.

**NOTE:** If your original certificate is misplaced, illegible, or destroyed, you may obtain a Duplicate Certificate.

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**REFERENCES**

- §1301.13 Application for registration; time for application; expiration date; registration for independent activities; application forms, fees, contents and signature; coincident activities

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**Oxycondone**

![Diagram of Oxycondone molecule]