Drug Enforcement Administration (DEA) Registration & Renewal

**Principal Investigators (PI) at USC whose research involves use of controlled substances are required to apply for an individual DEA registration. This enables the PI to purchase, store, and use controlled substances (CS) at USC. Registration renewal is either annual or every three years depending on the business activity of the individual.**

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.

### How do I register with the DEA?

1. Go to the DEA website ([http://www.deadiversion.usdoj.gov/index.html](http://www.deadiversion.usdoj.gov/index.html)) and access **Forms 224 or 225** (follow the menu sequence: Registration → Applications → New Applications Online). Schedule II-V drugs: Form 224 (practitioner; teaching/research) is valid for three years with paid registration; Form 225 (researcher; chemical analysis/manufacturer) is valid for one year with paid registration.

A separate registration is needed for each location at USC where CS are used in research.

**NOTE:** The State of California requires pre-review and authorization of proposed research projects involving any schedule I CS, human research using any schedule I or II CS, and/or research for the treatment of drug abuse using any drug, scheduled or not. If your research falls in any of these categories, you must attain authorization from the [Research Advisory Panel of California](http://www.ascc.com).  

2. Complete the online DEA Registration Form 224 or 225. Once registered, a DEA Investigator will be assigned to you. The investigator will provide you with a DEA questionnaire to complete and schedule an upcoming visit to approve security and storage of your CS.

### What I need to know...

- Medical practitioners are permitted to use their existing DEA registration for research in a lab at USC if 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 Fact 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](mailto:ehs-cs@usc.edu) if a DEA registration is no longer needed and/or there are controlled substances that require disposal (i.e., expired or unused).
- For more information, visit the [DEA FAQ web page](http://www.deadiversion.usdoj.gov/index.html) or contact [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu).

3. Notify [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu) of appointment time and schedule a preview of storage site. EH&S will assist you with the pre-registration audit questions and requests provided by the DEA.

4. To use CS in animals, submit protocols via iStar application to the Institutional Animal Care and Use Committee (IACUC) for approval.

5. DEA agents, DEA Registrant, and EH&S CS personnel will meet at the location listed on the application.

6. Following approval of submitted documentation, a DEA registration will then be granted.
**How often do I renew my DEA registration?**

Registration is renewed annually for a researcher that originally filed Form 225 (chemical analysis/manufacture) or every three years for a practitioner/researcher that originally filed Form 224 (teaching/research).

The DEA will notify the DEA registrant electronically or by US Mail of the upcoming expiration. Additionally, EH&S will 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 that 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 online (https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/renewalAppLogin.jsp) and fill in all fields. Click the “Login” button.

2. Complete DEA Form 224A (practitioner; teaching and research) or DEA Form 225A (researcher; chemical analysis and manufacture). NOTE: If your original certificate is misplaced, illegible, or destroyed, you may obtain a Duplicate Certificate.

   a. For Section 3, complete this section per information provided below (Note that California does not have a state controlled substance registration program):
      i. State License Number - “Not Applicable”.
      ii. State License State - “California”.
      iii. State Controlled Substance Number - “Not Applicable”.
      iv. Expire Date - Select an expiration date after the date of your renewal registration application submittal.

3. Forward a copy of your updated DEA registration to ehs-cs@usc.edu.

**References**

- §1301.13 Application for registration; time for application; expiration date; registration for independent activities; application forms, fees, contents and signature; coincident activities (https://www.deadiversion.usdoj.gov/21cfr/cfr/1301/1301_13.htm)