

UNIVERSITY OF NOTRE DAME
CONTROLLED SUBSTANCE PROGRAM

The objective of the University of Notre Dame's Controlled Substances Program is to ensure compliance with the Indiana State Board of Pharmacy and the United States Department of Justice's Drug Enforcement Administration's regulations governing the use of Controlled substances.

Controlled substances include schedule I, II, III, IV, and V narcotics and non-narcotics. Schedule I narcotics require special University approval prior to acquisition and use.

Each principal investigator, faculty member, or professional specialist utilizing controlled substances in research or instructional activities is responsible for obtaining Indiana and U.S. DEA controlled substances registration and assuring compliance with all applicable state and federal regulations prior to the receipt or use of these materials. Each registrant must not allow the registration to lapse until all controlled substances are used, properly disposed or transferred to another University's registrants.

The University's Risk Management and Safety department is available to assist applicants in complying with the State and Federal rules and regulations.

Registration Applications

Both the State of Indiana and the U.S. DEA require registration for the acquisition and use of controlled substances.

Instructions for the Indiana registration application can be found at:
www.in.gov/pla/bandc/isbp/regapp/csrintnon.html

The Indiana application for non-practitioners can be found at:
www.in.gov/icps/webfile/formsdiv/52616.pd

Note: The University is fee exempt for the Indiana registration and "Fee Exempt" should be indicated in the application fee box.

Complete applications should be sent to the: Indiana Board of Pharmacy, Professional Licensing Agency, 402 West Washington Street, Room W072, Indianapolis, Indiana 46204, with a copy sent to the Risk Management and Safety office, 636 Grace Hall, Campus Mail.

Instructions for the U.S. DEA registration can be found at:
www.deadiversion.usdoj.gov/drugreg/reg_apps/onlineforms_new.htm

The application for U.S. DEA registration can be found at:
www.deadiversion.usdoj.gov/drugreg_apps/onlineforms_new.htm

Note that according to DEA regulations, the University is not fee exempt and you are required to submit payment with your application. Initial applicants should utilize DEA form 225. Renewal applications should use DEA form 225A. Please specify "Researcher" in Section 2 of the application.

Specific drug schedules may be located at:

www.deadiversion.usdoj.gov/schedules/schedules.htm

Application, registration or any other questions related to controlled substance acquisition, use, or disposal should be directed to the Risk Management and Safety Department.