

**INSTRUCTIONS FOR  
NORTH CAROLINA  
DHHS CONTROLLED SUBSTANCE APPLICATIONS  
(Animal Program)**

The required form is the NC DHHS 225. This is available from the Duke animal program web site (POLICIES web page).

**SUBMITTING THE STATE FORM (DHHS 225):**

**Name of applicant (if applying as a ‘GROUP’ license:** Insert department name and head of department. Department head must sign application. Write in contact person’s name, if different from department head, in space under DHHS address located in top right corner of application.

**Drug schedules (Box #2):** Check only schedules for controlled substances authorized for research per approved protocol. Listed schedules can be found on the DEA website at the web address:

<http://www.dea diversion.usdoj.gov/schedules/schedules.htm>

**Drug Codes (Box #5):** Drug codes are found on the same list referenced above. List the four digit code(s) in the white boxes provided on the application. A code must be listed for each controlled substance in your possession. One code per box. If anyone is in possession of controlled substances not being used in research do not list their codes on the application. However, each drug should be listed on your controlled substance inventory.

**PAYING THE STATE DEA FORM APPLICATION FEE:** The licensing fee may be paid from departmental or personal funds. The recommended method is to use the Duke issued Credit Card for license fee payment, and then IR the funds to the appropriate department account. When paying by credit card, FAX a copy of the DHHS form 225 with the credit card information below to Christina Baker @ FAX number 919.715.5214.

    Visa or Mastercard

    Credit card number

    Expiration date on the card

    Name on the card

    Phone number of the card holder (just in case there is a problem)

**FOR ADDITIONAL CONTROLLED SUBSTANCES:** If additional controlled substances are needed (for a Duke protocol), submit an amendment to the approved protocol to the Duke IACUC. Also submit a letter to both agencies (state and federal) requesting that the schedule(s) be added to your license. If approved, then both agencies will forward a modified registration reflecting the appropriate schedule. Submitting another application will not be necessary. Both processes (IACUC review and state/federal review) can occur at the same time if desired, but no unlicensed substances may be purchased or used until IACUC approved, and state and federal licensed.

**RENEWAL APPLICATIONS (Form 227):** Complete this in the same manner as Form 225. Drug codes shall apply to controlled substances used for research at the time of application. Forms will be mailed to registrant between 45 and 60 days prior to expiration of your controlled substance registration certificate.

#### **NORTH CAROLINA CONTROLLED SUBSTANCE**

**REGISTRATION CERTIFICATE:** Upon receipt of registration certificate, you should check all information for accuracy. Certificates do not have to be displayed. Certificates may be filed but need to remain at the registered location. Registration certificates are not transferable based on change of location. If a change of location occurs contact the N.C. Drug Control Unit and the federal DEA.

**NC DHHS INSPECTIONS:** After each application is processed, an inspector for the North Carolina Drug Control Unit will contact the department contact to schedule an on-site inspection. A federal DEA controlled substance registration is not submitted until an applicant has been through the North Carolina Drug Control Unit inspection process.

**NOTE ABOUT INSPECTIONS:** The NC DHHS inspector has stated that if the applicant provides sufficient and clearly identified photographs of the controlled substance storage equipment, then the NC DHHS may elect to issue the state license without a physical inspection. This option will be considered as a means of easing the inspection process for controlled substance cabinets.

**WHEN TO FILE FOR THE FEDERAL DEA LICENSE:** When you satisfy the basic compliance with State regulations for security and accountability, a DHHS controlled substance registration will be issued. At this time you may complete a federal DEA application. DEA investigators usually do not conduct inspections, but rely upon the state inspections. Generally a valid DHHS controlled substance registration number (located on certificate) is sufficient to apply and receive a controlled substance registration from DEA.

**DRUGS ON HAND:** All drugs awaiting disposal should be held until the inspection process begins. Any transfer of controlled substances currently in possession of researchers is prohibited. Procedures for disposal will be determined at the time of inspection.