

Controlled Substances SOP 09: Renewing DEA Licenses and Ordering DEA 222 Forms**1. Purpose**

This procedure covers the annual renewal of DEA licenses and ordering of DEA 222 forms used in procuring or disposing of Schedule II controlled substances at Caltech.

2. Regulatory References**3. General Information****A. Abbreviations:**

- 1) Controlled Substance (CS)
- 2) Institute Point of Contact, Director of Research Compliance (IPOC)
- 3) Central Controlled Substances Custodian (CCSC)
- 4) Laboratory Controlled Substances Custodian (LCSC)
- 5) Principal Investigator (PI)
- 6) Authorized Person (AP)
- 7) Controlled Substances Tracking System (CST)
- 8) Office of Laboratory Animal Resources (OLAR)
- 9) Office of Research Compliance (ORC)
- 10) Environmental Health and Safety (EHS)
- 11) Employee and Organizational Development (EOD)
- 12) Unified Distribution, Transfer, and Disposal Form (UDTD)

- B. Caltech has two DEA licenses, one managed by EHS and one managed by OLAR. Each license has its own CCSC, who is responsible for Implementing this SOP, as described.

4. Procedure**Renewal of DEA Licenses**

Caltech has two licenses which expire in August of each year.

The Caltech IPOC may apply to be reregistered not more than 60 days before the expiration date of the registration. Renewal notifications are mailed automatically from the DEA to the mailing address on file 65 days prior to the expiration date.

Renewals should be completed online and may be paid by P-Card:

<https://apps.deadiversion.usdoj.gov/webforms2/spring/renewalLogin?execution=e1s1>

OLAR License: RC0448692

EHS License: PC0080868

Copies of the renewal applications should be saved to the Sharepoint Folder. (Note: It may be helpful to have a copy of the previous year application, to inform the IPOC answers when filing out the application.)

When licenses arrive, the original should be forwarded to EHS or OLAR, as appropriate. The “pocket size” licenses are usually retained in the IPOC office in the DEA folder, which also contains the plan for DEA inspection and a list of current labs.

Ordering of DEA 222 Forms

At the time licenses are renewed, DEA222 Forms can be ordered. The IPOC should notify the CCSC that they are renewing the licenses and inquire as to whether or not DEA222 forms are needed.

If DEA 222 forms are needed at any time other than the license renewal, the CCSC must request DEA 222 forms from the IPOC. Please note the fulfillment of orders can take between 2-4 weeks. The IPOC will order DEA 222 Forms for a specific license, as requested by the CCSC, through the secured DEA website:

<https://apps.deadiversion.usdoj.gov/webforms2/spring/orderFormsLogin?execution=e3s1>

The DEA222 Forms will be delivered directly to the requesting CCSC.