#

#


#

# CERTIFICATION OF RESEARCH PERSONNEL USING CONTROLLED SUBSTANCES

**I. REGISTRATION** (Please print)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal Investigator Department Campus Address Phone

 List the designated research personnel using controlled substances within your laboratory:

|  |  |
| --- | --- |
| **Research Personnel:** (**Print)** | **Signature:** |
|  |  |
|  |  |
|  |  |

 Controlled Substances will be secured in (Building/room):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. CERTIFICATION**

The Principal Investigator certifies that designated research personnel using controlled substances within their laboratory are listed above and have read, signed, and understands that:

1. The University’s procedures regarding procurement, distribution, use, and record keeping, of controlled substances are regulated by the Drug Enforcement Administration and are guided by the regulations detailed in 21 CFR 1300***.***
2. The University holds and recognizes institutional DEA registrations for basic and preclinical research protocols (i.e., Schedule II-V).
3. Faculty using controlled substances in basic and preclinical research must register with Comparative Medicine, and limit access to, and use of controlled substances to designated individual(s) listed above.
4. Registrants must be faculty and procure all controlled substances, schedules II through V from Comparative Medicine unless
	1. Issued by a consulting veterinarian working with the FAU marine mammal rescue group or
	2. Issues by a veterinarian responsible for the health care of animals used in wildlife or field research as reflected in an MOU between the particular veterinarian and the AV/Institution.

5. Faculty must ensure controlled substances are stored in an area of limited access, securely locked in a substantially constructed cabinet. Controlled substances must be secured behind two locks. Laboratory doors can be considered one lock, if doors of unattended labs are kept locked all the time.

1. Registered Faculty are responsible for maintaining accurate records of controlled substance use within their laboratory on the *Controlled Substance Usage Log****,*** and for the return of the completed log when the substance is depleted. Additional requests for a controlled substance can only be filled when the status of the previous dispersal has been made. Any unused controlled substance, controlled substance associated with a completed protocol, or expired controlled substance will be returned to Comparative Medicine.

1. Request for controlled substances must be submitted in writing through the VSATS online ordering system.
2. Laboratories, storage cabinets, and logs of use are subject to unannounced inspections and audits by the DEA, the IACUC and Comparative Medicine.
3. Noncompliance can result in suspension of privileges to use controlled substances.

The undersigned Principal Investigator certifies they have read, and understand the procedures described above, and accept the conditions of controlled substance use in research and teaching at Florida Atlantic University.

Signature of Principal Investigator Date