**Timeline:**

03/05/2012 Fill out form 225 online: www.deadiversion.usdoj.gov

 Receive notice of receipt online, with registration control number

06/27/2012 Contacted by DEA, who announced there would be an on-site visit the same afternoon.

**Things to have ready ahead of time:**

Storage location of controlled substances, including security measures (locks etc.)

Log book, including “use log” templates from biosafety office (document: DEA DRUG LOG 02).

The following documents: (all items also were discussed with the DEA agents):

1. Form entitled “Personnel with access to controlled substances and listed chemicals” filled out for each person (student, faculty etc.) who will be using the controlled substance.

2. Copy of room floor plan in which controlled substance will be kept

3. General research summary (what your lab researches)

4. Protocol for use of the controlled substance, including storage and access.

5. Information about the controlled substance:

 name

 amount to be used monthly/annual

 source/supplier

 DEA #

 Address

 Telephone number

 How it is packaged, and which courier service it uses (FedEx, UPS..)

 How it is delivered – who is it delivered to?

6. Procedure for loss or theft of controlled substance

 Fill out the form for loss (including spills)/theft of a controlled substance online at www.deadiversion.usdoj.gov, within 24 hours of loss.

7. Disposal: how is the controlled substance disposed of?

8. record keeping

 - log of all use

 - inventory: to include information on the formula/strength of the stocked controlled substance, date, time, amount of controlled substance on hand. Start from today, so initial inventory is zero. Update every time a new order comes in, and every 2 years.

 - all shipping documents/invoices

 - a copy of all student forms (from 1. Above), including any additional students who join after the initial application.

9. Copy of your CV.