**Drug Enforcement Administration (DEA) FAQ’s**

***What should I do with empty controlled substance (CS) bottles?***

* As long as the bottle is truly empty and your log sheet clearly reflects a “0” (zero) balance, these can be disposed of in a sharps container as glass.

***I am a PI with a valid DEA license. Are my students/lab staff permitted to administer controlled substances (in accordance with approved protocol) in my absence?***

* Yes, they can, even if you are away. However, you are ultimately responsible for all use and records. So, make sure you trust those you leave “in charge”!!

***Suppose I need to go to another site, such as another building or into the vivarium from my lab, and need to take my controlled substances with me. Is this ok?***

* Yes, you can do so as long as you control the use and access at all times, and make sure the remaining CS(s) are returned to your lock box when done. Use of the CS still needs to be accounted for on the appropriate log sheet.

***Where is the best place to keep individual CS logs?***

* CS logs should be kept either with the CS in your lock box, or in a nearby notebook for DEA or institutional inspection.

***Do I need to lock my CS up?***

* Yes. The DEA is not explicit about what is required, but expects that adequate security is provided. WVU policy states that CS must be kept in a double-locked space. The inner storage container must be fixed so that it can’t be carried away. A locked filing cabinet drawer or built-in cabinet is a good example of a secure storage place for CS within a locked room. Remember, the registrant is responsible for access, so control who has combinations or keys and whether the keys could be copied or fall into the wrong hands. If you suspect that your CS may not be secure anymore, change the locks or combinations.

***How does the DEA determine what schedule of CS I’m allowed to have?***

* If you have a “researcher” license, your ACUC protocol determines what schedule drugs you can have and/or use. For example, if your ACUC protocol only lists ketamine (a schedule III CS), your DEA license will only allow schedule III drug purchases. If you then decide to use pentobarbital, or another Schedule II drug, you will need to send a letter to the DEA to amend your license. They usually will send you an amended license in a few weeks. OLAR will verify the schedule approval against the CS requested, as the DEA requires. Below is a table that lists common CS and the schedule. Use this table when you apply for a DEA license or amendment.

***Are there charges for DEA licenses?***

* As a state employee, no. However, you will need to apply for both a WV Board of Pharmacy license and a federal DEA license.

***I’m at WVU but my DEA CS are used for teaching a course or workshop, not necessarily for research. What category of license do I apply for?***

* Even though you are using the license for teaching, you are at a research institution that teaches research methods. For licensing purposed the DEA still considers you a researcher and would require that license type. Again, the CS in your ACUC teaching protocol needs to match the schedule of drugs on your DEA license.

Commonly used DEA controlled drugs used in animals and their DEA schedule classification for permitting purposes.

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| **Drug or chemical ID** | **Alternate names**  (including, but not limited to) | **Schedule Classification** |
| Pentobarbital Sodium\* | Nembutal, pentobarbital, sodium pentobarbital | II |
| Ketamine HCl | Vetalar, Ketalar, Ketaset | III |
| Buprenorphine | buprenorphine HCl, buprenorphine-SR, Buprenex | III |
| Fatal-Plus\* | Beuthanasia-D, Euthasol, Sleepaway, Socumb | II |
| Diazepam | Valium | IV |
| Midazolam | Versed | IV |
| Phenobarbital | Luminol | IV |
| Thiobutabarbital | Inactin | III |
| Fentanyl | Durogesic, Duragesic, Fentora | II |
| Morphine | Over 100 brand names available worldwide | II |
| Butorphanol |  | IV |