

# FAQs for Controlled Substance Requests

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## 1. What is classified as a controlled substance?

Controlled Substances are a specific class of chemicals which are administered through the Drug Enforcement Agency. There are 5 schedules of chemicals. If you intend to use any of the chemicals from Schedules II, III, IV, or V, you will need to obtain approval from the IACUC committees for your protocol prior to placing a request for a controlled substance.

For more information about the schedules, please go to the following website:

<http://www.deadiversion.usdoj.gov/schedules/orangebook/orangebook.pdf>

## 2. What if I do not have an IACUC Protocol Authorization Number?

If you do not have an IACUC Protocol Authorization Number, you will need to have your request authorized by the Chair of your Division, and then file a registration with the Central Controlled Substances Custodian. Please contact x6727, and ask for the Central Controlled Substances Custodian for more assistance.

## 3. What if my protocol involves a Schedule I controlled substance?

For all Schedule I controlled substances, you must file a separate registration with the DEA, in addition to having your protocol approved by the IACUC committees.

## 4. I have an approved IACUC protocol that uses controlled substances. How do I make a request?

If you are an Authorized Person, you may place your request through TechMart. If you are unable to access the request form, please contact x6727 and ask for the Central Controlled Substances Custodian for more assistance.

## 5. How do I register with the Central Controlled Substances Custodian?

Please download the Excel sheet on the safety website, fill out the information in the Excel sheet, and email it to the CCSC at [mchuah@caltech.edu](mailto:mchuah@caltech.edu).

## 6. What is the process after I have made a request for a controlled substance?

Once you have made a controlled substance request, we will verify that the controlled substance is approved under your protocol, and if so, we will place the order for you. All orders of controlled substances are delivered to the Central Controlled Substances Custodian (CCSC).

As the controlled substances arrive, your CCSC will arrange for the distribution of the controlled substance with the requesting Laboratory Controlled Substances Custodian (LCSC). We will provide you with a Unified Distribution, Transfer, and Disposal (UDTD) Form that will need to be kept in the lab with the material until you are ready to dispose of the container.

When you are ready to dispose, please contact your assigned CCSC and we will make arrangements with you regarding disposal.

EHS License:

Michael Chuah, Central Controlled Substances Custodian at (626) 395-6727; OR

EHS Office – Controlled Substances, (626) 395-6031,  
Controlled Substances Email: [sherrym@caltech.edu](mailto:sherrym@caltech.edu)

OLAR License:

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