

Information for UMMS Animal Researchers who need to purchase and use controlled substances

As a research scientist, you will need to obtain both a State and Federal License to work with controlled substances such as Ketamine or Buprenorphine. Interestingly, the State and Federal applications need to be in the pipeline simultaneously.

1) Start by filling out the “Application for Massachusetts Controlled Substances ...” registration form. This is obtained at the following website:

www.mass.gov/eohhs/provider/licensing/facilities/drug-control/application-for-controlled-substances-registration.html

Use the pdf form for “Researcher”. Fill in the form and mail the signed form (**along with \$150**) to the address on South Street in Jamaica Plain. They will process the form and mail you back your “Massachusetts Controlled Substances Registration” certificate with its all-important MSCR 10 digit number-letter combo. You will need this number for the Federal DEA license.

2) Once you have that MCSR number (and its date of expiration) go to the relevant US Department of Justice-Drug Enforcement Administration (DEA) website:

www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp

Under “Select your Business Category” click and complete **Form 225**. You can submit this online, and will receive a notice of successful submission. You will need to know what schedule of narcotics you wish to order (typically schedule 3 and 4), and can also list your Department’s Administrator and phone number at a place the bottom of the form. Including this information will let you be “**Fee Exempt**” for the Federal License.

3) After several weeks, you will then receive via e-mail a **4-page DEA Survey** that you must complete within 30 days. For the survey, you will need the name, address, social security number, and date-of-birth of everyone whom you intend to have access to the controlled substance. You will also need to know who and where you intend to obtain the drugs (which veterinary supply company and their address). Once you complete the survey and return it, you will (after several more weeks) receive a call from a DEA Program Assistant-New England Field Division, who may or may not schedule a site visit to view the room and safe or strongbox wherein you intend to store the drugs (might be waived, as UMMS has been visited many times in the past).

Finally, if all is approved, you will then receive your “**Controlled Substance Registration Certificate**” from the US Department of Justice- DEA in the mail.

Now you can order the requisite drugs. For me, the process took 5 months, though it did include the winter holidays.

Hope this helps,
Steve Jones