

Helpful Tips for Purchasing Controlled Substances

To place an order for controlled substances:

1. Contact Amber Bitters (bitters1@msu.edu) or Kristen Bullard (pennerkr@msu.edu) to be placed on the list of approved purchasers- this should be done as soon as possible
 - Only the licensee/registrant can be placed on the list to order schedule I or II controlled substances
 - Only the licensee/registrant or an authorized agent can be placed on the list to order schedule III-V controlled substances
2. Obtain a PO from MSU Purchasing – by doing the following:
 - Enter a requisition into EBS; in the notes section include drug schedule(s)
 - Email Jan Wallace (884-6172, wallac12@msu.edu) with the requisition number. She will:
 - Verify that the requisition is for an approved purchaser
 - Process and email a copy of the PO to the approved purchaser

Contact Jan Wallace (884-6172, wallac12@msu.edu) or Kathy Hanlin (884-6164, hanlin@msu.edu)
3. Send a copy of the PO with the DEA 222 form (schedule I and II) or order form (schedule III-V) to the supplying company. The supplying company may also require other documents such as applications to purchase controlled materials or license/registration copies.

Pls must create separate accounts with each commercial supplier they wish to order from:

- Butler-Schein (888) 691-2724
 - Butler Schein DEA Compliance information: <http://www.butlerschein.com/home/about-us/regulatory-information>
 - You must have a Butler-Schein customer number to order controlled substances
- Vortech Pharmaceuticals (800) 521-4686
- Sigma-Aldrich

Important Note: Controlled substances from Sigma-Aldrich are not pharmaceutical grade and therefore cannot be used for anesthesia, analgesia or euthanasia. Contact the Institutional Animal Care and Use Committee office (432-4151) for additional information.

Tips for Completing DEA Form 222

- Form 222 is only required when ordering Schedule I or II controlled substances
- Instructions for completing the form can be found on the back of the form. Be sure to read and follow them exactly.
- Before submitting DEA Form 222, ensure that the following is completed:
 - Supplier name, address, city and state is correct
 - Form is dated
 - Number of packages, size of package, and strength is correct
 - The strength of the drug should be in the description
 - “NO. OF LINES COMPLETED” block is filled in
 - If one item is ordered but the description overruns to line 2, the completed lines are 2
 - DEA Registrant has signed the form
 - Form contains no erasures or alterations
 - Purchaser’s copy (blue) has been removed and placed in your records
- Example DEA Form 222- from Butler-Schein
<http://www.butlerschein.com/docs/forms/sample-222-form-update-2011.pdf?sfvrsn=0>