




# DEA FACT SHEET

## DEA CONTACT INFORMATION

Phone: 412-777-1870  
Fax: 412-777-1880  
Web: [www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov)

## LOCKS

 Lock controlled substances inside immobile cabinets or desk drawers. All personnel with access to keys or combinations must be identified to DEA official during the pre-registration interview.

Information regarding new or departing personnel (with access to keys or combinations) should be reported to the DEA via phone or fax.

## LOANS

In emergencies, DEA license-holders may loan controlled substances to one another. The DEA does not authorize loaning to non-DEA license holders.

Use DEA form **222** to transfer schedule 2 substances, and include this form in your (as well as the recipient's) running inventory log.

For schedule 3-5 substances, simply note the transfer in your (as well as the recipient's) running inventory log.

Order Form 222 or download other forms through the DEA:  
[www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov)



## RECORD KEEPING

Two logs are required: A **BIENNIAL** inventory log, and a **RUNNING (DAILY)** inventory log.

### BIENNIAL

- Notebook labeled "DEA Biennial Inventory Log"
- Update every two years from registration date.  
(*physically record drugs, must have 2 witnesses*)
- Required information:
  - Date
  - Name of substance
  - Strength of substance (mg/tablet/powder...)
  - Amount on hand
  - Signatures: DEA license holder and witnesses

### RUNNING (DAILY)

- Easily accessible hard or electronic copy
- Special requirement for class-2 substances:
  - Dedicated class-2 section
  - Order from 222 for each transaction
- Log class 3-5 drugs in a separate section
- [Click here for a running inventory sheet](#)

## TRANSPORT

Transport between University buildings **is** allowed and viewed in the same vein as an MD transporting controlled substances in a black bag.



## LOSS/THEFT

Accidental loss or theft should be reported to the DEA on DEA form **106**.



## DISPOSAL

Complete and submit DEA form **41**. This form must be signed by two qualified witnesses (such as DLAR veterinarians or other DEA licensed researchers). Prior to disposal, the drug must be rendered unusable (such as absorption on a paper towel) followed by incineration.

**Do not dump controlled substances down the drain.**



