

Checklist

Obtaining Virginia Board of Pharmacy and DEA Registrations for Controlled Substances in Research

NOTE: This checklist lists the items that must be completed to obtain a Virginia Board of Pharmacy and a DEA Registration; however, the timing of the items may overlap or may change depending on the circumstances. Please refer any questions to controlsub@vcu.edu.

Date	Action Item
	Read the VCU Policy and Manual
	Complete the "VCU Controlled Substances in Research" training course on Blackboard
Application for a Virginia Board of Pharmacy Controlled Substance Registration Certificate	
	Fill out application form found here: http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm Completed SAMPLE can be found on Controlled Substances webpage under Forms
	Submit application along with fee
Application for a DEA Registration	
	For Schedule II-V, complete online application (Form 225) at: https://www.deadiversion.usdoj.gov/drugreg/reg_apps/225/225_instruct.htm Completed SAMPLE can be found on Controlled Substances webpage under Forms
	For Schedule I, complete paper application (Form 225) at: https://www.deadiversion.usdoj.gov/drugreg/reg_apps/225/225_instruct.htm Completed SAMPLE can be found on Controlled Substances webpage under Forms
	<ul style="list-style-type: none"> ➤ Apply for "Individual Registration" ➤ Use Sample Form as a guide for sections 1, 2, and 6 ➤ Skip Section 7
	For Schedule II-V, send copy of application (screen shots) and/or W # to controlsub@vcu.edu .
	For Schedule I, send signed paper application and all required attachments to Box 980568 or controlsub@vcu.edu . Following signature by the Authorized Official in Section 6, the application will be sent to the U.S. Department of Justice in Springfield, VA
Inspections	
	Complete VCU Controlled Substances Inspection Form and submit to controlsub@vcu.edu
	Virginia Board of Pharmacy will schedule a time for inspection. Attend and answer questions.
	DEA inspections will be scheduled through OVPRI. Attend and answer questions.
After Receiving the Registrations	
	Receive Virginia Board of Pharmacy Registration Certificate → Submit a copy to controlsub@vcu.edu .
	Receive DEA Registration → Submit a copy to controlsub@vcu.edu
	Complete a Zero Inventory upon receipt of DEA Registration
	Order controlled substances and create inventory record
	Confirm documentation and training of Authorized Users; approve and file documentation in January/February of each year (at the time of Virginia Board of Pharmacy renewal)
	Submit Virginia Board of Pharmacy renewal in January of each year (all expire 2/28)
	Renew DEA Registration annually