

Checklist

Applying for 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.

Background and Training

- Read the VCU Use of Controlled Substances in Research policy and manual
- Complete the VCU “Use of Controlled Substances in Research” training course in Canvas

Application for a Virginia Board of Pharmacy Controlled Substances Registration

- Fill out application form found here:
http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm#csr
To request a copy of a sample completed application, please email controlsub@vcu.edu
- Mail application along with fee

Application for a DEA Controlled Substances Registration Certificate

- Complete online application (Form 225) at:
https://www.deadiversion.usdoj.gov/drugreg/reg_apps/225/225_instruct.htm
To request a copy of a sample completed application, please email controlsub@vcu.edu
- Be sure to check the box for “CERTIFICATION FOR FEE EXEMPTION” on page 2 of Form 225
- Note that there is a separate application for Schedule I registrations. This means that those needing a registration for Schedule I-V controlled substances must complete two applications - one for Schedule I and one for Schedule II-V.

Inspections

- If applying for a DEA registration, complete VCU Controlled Substances Inspection Information 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 → 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