



Facts About
Using
Controlled Substances
in
MUSC Research

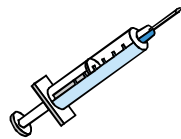


The **Internal Audit Department** assists researchers in obtaining and maintaining their controlled substance registrations. To accomplish this, we have a dedicated position, a Controlled Substance Investigator, to oversee controlled substances for the University and the Hospital Authority. We provide the following services to research registrants:

- ① Assist researchers with obtaining new registrations;
- ① Assist with renewing existing registrations;
- ① Review controlled substance records to ensure compliance with applicable regulations and policies;
- ① Destroy expired, contaminated, or unnecessary controlled substances;
- ① Assist with investigating diversions or suspected diversions;
- ① Provide counsel on issues relating to controlled substance record keeping;
and
- ① Maintain excellent rapport with the Drug Enforcement Administration and DHEC's Bureau of Drug Control so issues relating to controlled substances at MUSC can be addressed promptly.

MUSC Policy states that Principal Investigators **MUST** obtain research registrations separate from a practitioners license if controlled substances will be used in research.

*IT IS AGAINST MUSC POLICY
TO ORDER CONTROLLED
SUBSTANCES FOR RESEARCH
WITH YOUR PRACTITIONER'S LICENSE.*



DEA and DHEC regulations require registrations for every location in which controlled substances are stored.

Each Principal Investigator using controlled substances in their research must have their own DEA and DHEC registrations.

Controlled substances obtained under a research registration must correspond to those listed in the research protocol. The protocol should include the intended purpose and an explanation of how the controlled substance will be utilized.

Controlled substances may not be provided or loaned to another researcher, Principal Investigator, or laboratory.

Need Drugs?

Internal Audit does not take or fill orders for controlled substances. Orders should be placed with the Controlled Substance Services Division of Pharmacy Services (792-7022).

Quick Facts You Should Know:

- ⇒ Instructions on the registration process and required record keeping can be found at <http://research.musc.edu/compliance/reference.htm>. Scroll to Controlled Substances and click on DEA/DHEC Registration Process.
- ⇒ Applications for new registrations should be obtained from the Controlled Substance Investigator. We will provide you with instructions for completing a new application. These instructions are specific to MUSC in order to meet MUSC's address requirements.
- ⇒ Internal Audit can exempt the DEA license fee for MUSC controlled substance registrations for research. We cannot exempt individual practitioner's license fees.
- ⇒ If you plan to relocate your lab, your registrations will need to be changed before you move your controlled substances. Please notify the Controlled Substance Investigator (792-4199) or the Internal Audit Department (792-4561) of your impending move.
- ⇒ If you plan to leave MUSC, a closing controlled substance audit must be performed and your registrations must be terminated.
- ⇒ If controlled substances are stolen from your lab, contact Public Safety and the Controlled Substance Investigator immediately.
- ⇒ If you suspect someone may be diverting controlled substances, notify your supervisor and the Controlled Substance Investigator.

Contact Information

Controlled Substance Investigator

Office 792-4199

Pager 792-0590 ID 11283

Internal Audit Department

Office 792-4561

Pager 792-0590 ID 12540

We are available to assist you 24 hours per day, seven days per week.

For additional contact information, please visit our website at

http://www.musc.edu/admin/board/internal_audit.shtml

April 2003