Controlled Substances are regulated by the State of Georgia and United States federal government. Possession, use, storage, transfer, and disposal of these drugs must adhere to applicable federal and state laws, as well as Emory’s Controlled Substance Policy (HR Policy 7.25).

Controlled Substances are categorized by their characteristics and are divided into categories based on their medicinal use, potential for abuse, and hazard to public health. There are five schedules (Schedules 1-V). The lower the Schedule number, the more restrictive the regulation for those substances.

All state of GA requirements must be met to obtain DEA registration. Researchers must apply using DEA Form 225 for the initial application. DEA registration and application can be found at: http://www.deadiversion.usdoj.gov/index.html#1.

Researchers must be trained through the Office of Compliance. IACUC requires training for all Registrants and personnel who use Controlled Substances in research involving animals.

To access training contact: Compliance@emory.edu

Researchers must follow Procurement’s procedures to purchase Controlled Substances. Schedule I or Schedule II must be ordered by Registrant.

Schedule III - V can be ordered by designated lab personnel.

Researchers are required to make sure that controlled substances are secured from unauthorized access. A Security Checklist is available at: http://compliance.emory.edu to assist with physical and personnel security.

An inspection must be conducted before the GBP issues the registration. Once the registration application is processed, the Registrant must contact the Georgia Drugs and Narcotics Agency (GDNA) to arrange for an inspection.

Researchers must follow Procurement’s procedures to purchase Controlled Substances.

Schedule I or Schedule II must be ordered by Registrant.

Schedule III - V can be ordered by designated lab personnel.

Disposal - Controlled Substances

Each registered individual is responsible for making sure all Controlled Substances are properly disposed.

Disposal is required in each of the following instances:

- Expired Substances
- Researcher departs University
- Researcher does not renew registration

An Overview of the Compliance Basics

Controlled Substances used for non-human research are regulated by the State of Georgia and United States federal government. Possession, use, storage, transfer, and disposal of these drugs must adhere to applicable federal and state laws, as well as Emory’s Controlled Substance Policy (HR Policy 7.25).

Controlled substances are categorized by their characteristics.