

Checklist

Obtaining Virginia Board of Pharmacy and DEA Registrations For Schedule I Controlled Substances

| Date | Action Item |
|------|--|
| | Read the VCU Policy and Manual |
| | Take the "VCU Controlled Substances – Registrant" training module on Blackboard |
| | Apply for a Virginia Board of Pharmacy Controlled Substances Registration Certificate |
| | <div> <div></div> <div>Fill out application form (http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm Sample form is available in Manual</div> </div> |
| | <div> <div></div> <div>Submit application along with fee</div> </div> |
| | Prepare proper storage location and paperwork prior to VBP inspection |
| | Attend inspection, answer questions |
| | Receive Virginia registration certificate |
| | Apply for a DEA Registration |
| | <div> <div></div> <div>Complete paper application (Form 225) at http://www.deadiversion.usdoj.gov/drugreg/reg_apps/pdf_apps.htm Sample form is available in Manual</div> </div> |
| | <div> <div></div> <div>Apply for "Individual Registration"</div> </div> |
| | <div> <div></div> <div>Use Sample Form as a guide for sections 1, 2, and 6</div> </div> |
| | <div> <div></div> <div>Skip Section 7</div> </div> |
| | <div> <div></div> <div>Send signed paper application and all required attachments to: 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</div> </div> |
| | Prepare for DEA Pre-Registration Interview |
| | <div> <div></div> <div>Assemble required documents: CV, State License, Protocol Information, Inventory Documentation</div> </div> |
| | <div> <div></div> <div>Create Security Plan and Specifications for Safe/Storage Location</div> </div> |
| | <div> <div></div> <div>Meet with DEA Inspectors and answer questions</div> </div> |
| | Receive DEA Registration |
| | Send copy of VBP and DEA registration to controlsub@vcu.edu |
| | Order controlled substances and create inventory record |
| | Confirm documentation and training of authorized users; approve and file documentation |