**DEA CHECKLIST OF REQUIRED RECORDS FOR RESEARCHERS**

1. AUTHORIZED USERS – All Personnel with Access to Secure Controlled Substances Storage areas:
2. Authorized Users List – must be accurate and maintained at all times.
3. Authorized Users Attestation Forms – must be completed by each Authorized User prior to gaining access to Secure Controlled Substances Storage.
4. Training – “Use of Controlled Substances in Research” must be completed by the license holder and anyone using materials acquired with their license.
5. INVENTORIES – Of ALL Controlled Substances on hand:
6. Initial Inventory – must be taken upon first engaging in business as a DEA Registered Researcher.
7. Subsequent Inventory – must be taken every second year following initial inventory, AND whenever substances become CONTROLLED.
8. All Inventories – must be complete, accurate, documented separately, identified as an Inventory, signed by the Registrant, dated and indicated opening or close of business.
9. RECEIPTS – Of ALL Controlled Substances from ALL sources:
10. Schedules I and II Substances – Pursuant to [DEA Form 222](http://www.deadiversion.usdoj.gov/faq/dea222.htm), all transactions must be pursuant to official order forms. Receipts MUST be logged-in on the purchaser’s copy of each form.
11. Retain Invoices – Retain every Controlled Substance invoice from the supplier, marking it with the exact date items were received.
12. UTILIZATION/DISPENSING RECORDS - For Controlled Substances:
13. Use the Continuous Usage log sheets to maintain dispensing/utilization records.
14. Recorded information must include:
15. Exact product name (do not combine similar products and preferably one drug per page); and
16. Record each withdrawal and include the following information: date, amount, nature of use, and dispenser’s signature.
17. CONTROLLED SUBSTANCES TO BE DESTROYED:
18. Download and complete a [DEA Form 41](https://deadiversion.usdoj.gov/21cfr_reports/surrend/surrend.html) and contact Tulane OEHS to schedule destruction of excess or expired materials.
19. THEFTS OR LOSSES OF CONTROLLED SUBSTANCES:
20. Contact the TUPD dispatch line for the applicable campus:
21. Downtown: 504-988-5555
22. TNPRC: 985-871-6411
23. Uptown Campus: 504-865-5911
24. Contact the Office of General Counsel at 504.865.
25. Research Compliance Office at 504.988.1147 or [ControlledSubstances@tulane.edu](mailto:ControlledSubstances@tulane.edu).
26. Theft report (DEA Form 106) must be completed and sent to the DEA.

More information at <https://www.deadiversion.usdoj.gov/>