



## Order and Receive Controlled Substances for Research Use

Ordering and receiving controlled substances requires strong internal controls as well as strict adherence to U-M, state, and federal policies. This procedure contains information about the controls required for the ordering and receiving process.

### Ordering

Controlled substances are [restricted commodities](#) (see pharmaceuticals) per U-M Procurement policy. All orders must include the **DEA registrant's information** (i.e., name, address of the registered storage location, research registration number, expiration date).

There are two options for ordering controlled substances for research purposes:

#### 1. Michigan Medicine B2 Pharmacy (preferred option)

- Download and complete a [Researcher Controlled Substance Request Form](#).  
Note: Schedule II substances must be listed on a separate request form from Schedule II-V.
- Include a copy of the applicable state license and DEA registration.
- For Schedule I-II substances, include a completed DEA 222 form.

#### 2. Commercial Wholesalers/Vendors

- Contact U-M Procurement Services to establish a purchasing contract or to identify an existing contract to use with a commercial supplier.
- Orders must be submitted on an M-Pathways eProcurement (ePro) requisition. P-Cards cannot be used to order controlled substances.
- For Schedule I-II substances, verify 222 form requirements and process with UM Procurement Services.

### DEA Form 222 (order form)

The DEA Form 222 is used to order Schedule I-II substances only. There are two version available - paper and online.

The single-page paper DEA order form is numbered serially for tracking purposes. Review the CSIR program [instructions for completing DEA Form 222](#). The DEA registrant must store the paper forms in a locked and secure location, and manually sign the form when using it to order Schedule I-II substances.

The DEA registrant may register (i.e., activate their DEA registration) to use the DEA's online [Controlled Substance Ordering System \(CSOS\)](#) to electronically order Schedule I-II substances.

## Receiving

Vendors must ship orders within 60 days of the date on the DEA Form 222. Best practices for receiving a controlled substance order in your laboratory, regardless of substance Schedule, include:

- Show your M-Card when picking up an order from the Michigan Medicine B2 Pharmacy.
- Ensure invoice contains the following data:
  - Name, address, and DEA Registration number of registrant
  - Controlled substance name, concentration, dosage form, and quantity
  - Signature of authorized personnel who picked up or received the drug order
  - Date of pickup or receipt
- Have the DEA registrant or an authorized agent receive, verify, log, and securely store the substances into the registered storage location. See [Maintain Records](#) for more information about inventories and usage logs.
- Maintain invoices and packing slips with your controlled substance records, separated by schedule I-II, and schedule III-V.

## Additional Process Information

### Rejected Orders

A supplier may void all or any part of an order on a DEA Form 222, without an explanation other than “insufficient order.” The supplier will return the form to the DEA registrant (purchaser). The rejected DEA 222 form must be kept on file and maintained for at least two years.

### Lost/Delayed Order Forms

If a supplier does not receive a DEA 222 form for a particular order (i.e., lost) the DEA registrant, as the purchaser, must:

1. Submit in writing a notice to the supplier indicating the original DEA Form 222 serial number, the date on the form, and the controlled substances listed on the form.
2. Attach a copy of the original DEA 222 form and maintain that as a record of a voided order.
3. Complete and send a new DEA 222 form to the supplier.
4. Report the voided form’s serial number to the Detroit DEA field office.

If the vendor subsequently receives the original (i.e. voided) order form, the vendor will not accept the order and will return the form to the DEA registrant for their records.

If the lost DEA 222 form is found after notification to the Detroit DEA field office, re-notify the DEA of the discovery.