

# GuideSheet

## Controlled Substance Purchase

**C**ontrolled substances (CS; Schedule III-V) and precursor chemicals (DEA Lists I & II; California DOJ Chemicals List) must be approved by EH&S and purchased via Workday. Workday requisitions may be submitted by DEA Registrants, Authorized Users, or Departmental Budget Analysts.

### HOW TO ORDER CS THROUGH WORKDAY

1. Log into Workday.
  - Use USCNet two-factor authentication for access.
2. Order from any USC-approved vendor (see table).
  - Product information is available at the vendor website or via the toll free number.

Supplier	Phone	Add'l Docs Req.
<a href="#">Covetrus</a>	(855) 724-3461	N/A
<a href="#">MWI Veterinary Supply Co.</a>	(800) 824-3703	DEA Due Diligence Form <sup>1</sup>
<a href="#">SigmaAldrich</a>	(800) 521-8956	N/A

3. Create a Workday requisition.
  - a. Proceed to Purchases → Create requisition → Choose **Controlled Substance for Research** as the requisition type.
  - b. Select appropriate building and floor for **Deliver-To** by typing the appropriate three letter building code (e.g., NRT) into the search bar.
    - **NOTE:** Controlled substances must be delivered to the address listed on the DEA registrant's license. Select the **Deliver-To** and **Ship-To** address accordingly.
  - c. Under **Select an Option** choose **Request Non-Catalog Items** → Indicate **Item Description** → Select **Chemicals Controlled Substances (Research)** as the spend category → Indicate supplier, quantity and unit of measure → Select **Add to Cart**.



<sup>1</sup> NOTE: MWI Veterinary Supply Co. requires a completed DEA Due Diligence Form (DDF). The DDF will only have to be completed once and is applicable for all future purchases. Write USC EH&S Acct #: 69080 for MWI Animal Health Account Number & Name. Return the completed DDF to [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu) prior to placing your Workday order.

### WHAT I NEED TO KNOW...

- Controlled Substances (Sch III-V) are purchased via Workday and orders are approved by EH&S.
  - A valid DEA registration and Controlled Substance Use Authorization (CSUA) are required to purchase Controlled Substances.
  - Schedule II drugs can only be purchased using [DEA Form 222](#), not through Workday.
  - Do not order Controlled Substances in bulk.
  - Keep a record of all Controlled Substance orders and follow-up on any delays. Report lost orders to [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu) immediately.
- Proceed to **Checkout**. Once in **Checkout**, indicate purchase **Items** by typing desired material into search bar.
  - Add applicable DEA registration and supplier forms (e.g., MWI DDF) under **Attachments**.
4. Submit Workday requisition by clicking **Submit**.
  5. The Workday order will be routed to EH&S for approval.
  6. Vendor will fill order and directly deliver CS to DEA registrant.
    - NOTE: Schedule II Controlled Substances cannot be ordered via Workday. Obtain a [DEA Form 222](#) with a valid DEA registration and follow all instructions to complete. Email a scanned copy of all Schedule II orders to EH&S at [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu).

### REFERENCES

[21 CFR Parts 1300 - end](#)

USC Business Services <https://businessservices.usc.edu/>



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