

# GuideSheet

## Controlled Substance Use Authorization (CSUA)

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Controlled Substance Use Authorization (CSUA) is a permit issued by USC's Controlled Substances and Precursor Chemicals Program that enables the Principal Investigator to handle and work with narcotic/non-narcotic drugs (see [21 CFR §1308.11-1308.15](#)) and precursor chemicals. Enrollment in the program and adherence to protocol ensures compliance with both State and Federal regulations.

### TO USE CONTROLLED SUBSTANCES (CS) AT USC, WHAT DO I NEED TO DO?

To use CS at USC for research and/or teaching purposes, the following is needed:

- Apply for and acquire a DEA registration (see [DEA Registration & Renewal Fact Sheet](#)).
- Enroll in the [Controlled Substances Use Authorization \(CSUA\) Program](#) with EH&S.

### HOW DO I ENROLL IN THE CSUA PROGRAM?

- Forward a copy of your DEA registration to [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu).
- Enroll in [Controlled Substances Training \(CST\)](#). All controlled substance users at USC are required to complete the online CST on Trojan Learn. The DEA registrant and all Authorized Users must complete the training prior to CS use and handling.
  - Log in to [TrojanLearn](#) using USC Net ID.
  - Type *Controlled Substances* in the search box and then press **Enter**.
  - Click on *USC Controlled Substances Training (CST)* to view training details.
  - Click on **Launch** to start the training.
  - A record of the training will appear in the **My Transcript** section of the Trojan Learn home page upon completion.
- Complete the following:
  - [CSUA Application](#)
  - An [Initial Physical Inventory](#) of your controlled substances.
- Forward copies of the completed forms to [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu). The EH&S CS Manager will review your CSUA application as well as approved IACUC and IBC protocols, as applicable. The CS Manager will then approve your CSUA application.

- Following approval, the DEA registrant and all Authorized Users will be permitted to use, store, and purchase controlled substances.

NOTE: In the event of an amendment, renewal, or deactivation of your CSUA, forward an updated copy of your CSUA Application form to [ehs-cs@usc.edu](mailto:ehs-cs@usc.edu).

### WHAT I NEED TO KNOW...

- Labs cannot use or possess controlled substances (CS) without a valid DEA registration.
- Researchers must enroll in EH&S' Controlled Substances and Precursor Chemicals Program.
- All DEA registrants with valid licenses are subject to unannounced audits by DEA agents and EH&S.
- Refer to the [Waste Disposal of Controlled Substances Fact Sheet](#) for more detailed information on waste management.
- Keep all [CS Usage/Disposal](#) and [Dilution/Disposal](#) logs for at least three years following disposal.
- Immediately inform EH&S of any theft or loss of CS and complete a [Controlled Substances Incident Report](#) form.

### REFERENCES

[21 CFR Parts 1300 - end](#)  
[Federal Register Volume 79, No. 174 September 2014, Part II](#)

[Title 21 Code of Federal Regulations; PART 1308 — SCHEDULES OF CONTROLLED SUBSTANCES](#)

