

DEA Research License Application Instructions

Below are instructions for submitting to the DOH.

Controlled substances used in a research project or while providing veterinary care to laboratory animals must be covered under an appropriate DEA registration. This could be the registration of a Principal Investigator (PI), or Office of the Campus Veterinarian (OCV). The state of Washington also requires participating individuals to register with the Washington State Department of Health, [Pharmacy Quality Assurance Commission](#).

Prior to applying for DEA registration, PIs must first obtain a Controlled Substance Researcher license from the Pharmacy Quality Assurance Commission:

1. Visit <https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyProfessions/LicensingInformation>
2. Scroll to the bottom of the page and select "Apply on Paper" under "Controlled Substance Researcher"

Forms and instructions for new applicants for DEA registration are located here: <https://apps.dea diversion.usdoj.gov/webforms2/spring/main?execution=e1s1>. The IACUC Resources web page contains a link with step-by-step instructions for [how to obtain a new DEA research license](#). For questions and further assistance, please contact the Animal Welfare Program (iacuc@wsu.edu, 509-335-5353) or OCV (or.ocv.alert@wsu.edu, 509-335-6246).

Everyone who handles controlled substances under the authority of that registration is subject to the federal AND state laws that govern controlled substance use. In fact, many state laws and requirements are more strict than federal regulations; yet both state and federal requirements must be followed. WSU's "BBM 45.75" Controlled Substances" can be found at <https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-45-75/>

Below are instructions for submitting to the DEA to get a Researcher DEA license.

1. To apply for your NEW Research DEA license... go to this web site:
<https://www.dea diversion.usdoj.gov/>
2. In the green box under "Registration Support" – click on **NEW APPLICATION**
3. You will be taken to a page with a list of "Available Options" – click on **NEW REGISTRATION**
4. Read through sections 1 -6
5. Then go to the **Select Your Business Category**
6. Click on "**Researcher**" under form 225
7. Scrolled below this section, to "Select One Business Activity" – Under the *Select Activity* drop-down menu – select the type of Research DEA Registration you need – there are two options
 - a. **Researcher II-V** (this is for researchers using controlled substances under schedules II-V)
 - b. **Researcher I** (this is for researchers using controlled substances under schedule I)
8. The click CONTINUE
9. This will take you to the on-line application

DEA Research License Application Instructions

- a. Put this DEA Researcher license under your name
 - b. For the business address – this should be the address where the drugs will be stored. It will be the address printed on the license. It needs to be a physical address – not a PO box. This will be where your controlled substances are shipped.
 - c. Use your WSU office phone, email.
 - d. You can put your office address for the mailing address
10. It will ask for a TAX IDENTIFICATION NUMBER. WSU's TAX ID NUMBER is: **916001108**
 11. For the Drug Schedules – **click all of the schedules you would have the potential in purchasing for your research needs (Schedule II through Schedule V) OR (Schedule 1)**. If you have questions about what schedule your controlled substances are, you are welcome to reach out to the Office of the Campus Veterinarian at 509-335-6246 or or.ocv.alert@wsu.edu
 12. It will ask you for your State License Number – this is the Controlled Drug License you got from the WA Department of Health. Enter that number and the expiration date on the DOH license.
 13. It will ask you a bunch of YES and NO questions – answer accordingly
 14. It will ask you if you are **FEE EXEMPT** – Check **YES**
 15. It will ask for a **Certification of Fee Exemption** – this is where you put in the person's name and contact:

Leslie Brunelli
Exec VP for Finance and Admin/CFO
509.335.2600 (phone)
leslie.brunelli@wsu.edu

16. It will ask you to electronically sign the form.
17. Once the application is complete and submitted – you will be able to print a copy of what you just submitted. **Please print this for your records.**

After you have submitted your application – send a courtesy email to

- Desiree Jacobsen (she is Leslie Brunelli's assistant) desiree@wsu.edu
- Also Cc Leslie Brunelli on the email leslie.brunelli@wsu.edu

The Email could read something like this:

Subject Line: DEA Researcher License Application I - Listing Leslie Brunelli for Certifying Official

Hi Desiree,

I recently completed a new Research DEA license application for <put your name and department>. I was instructed to list Leslie Brunelli as the Certifying Official for our University as the person who could verify, we are a government agency which makes us fee exempt from having to pay the DEA license application charges. It is not likely you will be contacted by the DEA, but I wanted to extend this courtesy notification to Leslie Brunelli just in case. I was instructed to send this courtesy email by the WSU Pullman Office of the Campus Veterinarian.

DEA Research License Application Instructions

Let me know if you have questions or need more information.

Thank you,

Once your application is submitted, it is just a waiting game. It can be some time (several weeks) before you hear back from the DEA. Your official DEA Registration will come in snail mail to you. This will also prompt a scheduled visit by the Washington State Board of Pharmacy inspector. They will go over with you security & storage of controlled substances, authorized users, record keeping, policies and procedures form (P&P), etc.

As of this updated document, these are the WA Department of Health Pharmacist Inspectors for the various WSU campus locations.

Pullman & Tri-Cities, WA

Shelley Feldner-Schuerman, PharmD

Pharmacist Inspector

Pharmacy Quality Assurance Commission

Health Systems Quality Assurance Division

Washington State Department of Health

Shelley.feldner-schuerman@doh.wa.gov

509-590-5743 | www.doh.wa.gov

Vancouver, WA

Stephanie Martin, PharmD

Pharmacist Inspector

Pharmacy Quality Assurance Commission

Health Systems Quality Assurance Division

Washington State Department of Health

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DEA Research License Application Instructions

Spokane, WA

Danielle Lee, PharmD.

Pharmacist Inspector

Pharmacy Quality Assurance Commission

Health System Quality Assurance

Washington State Department of Health

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509-688-5476 |