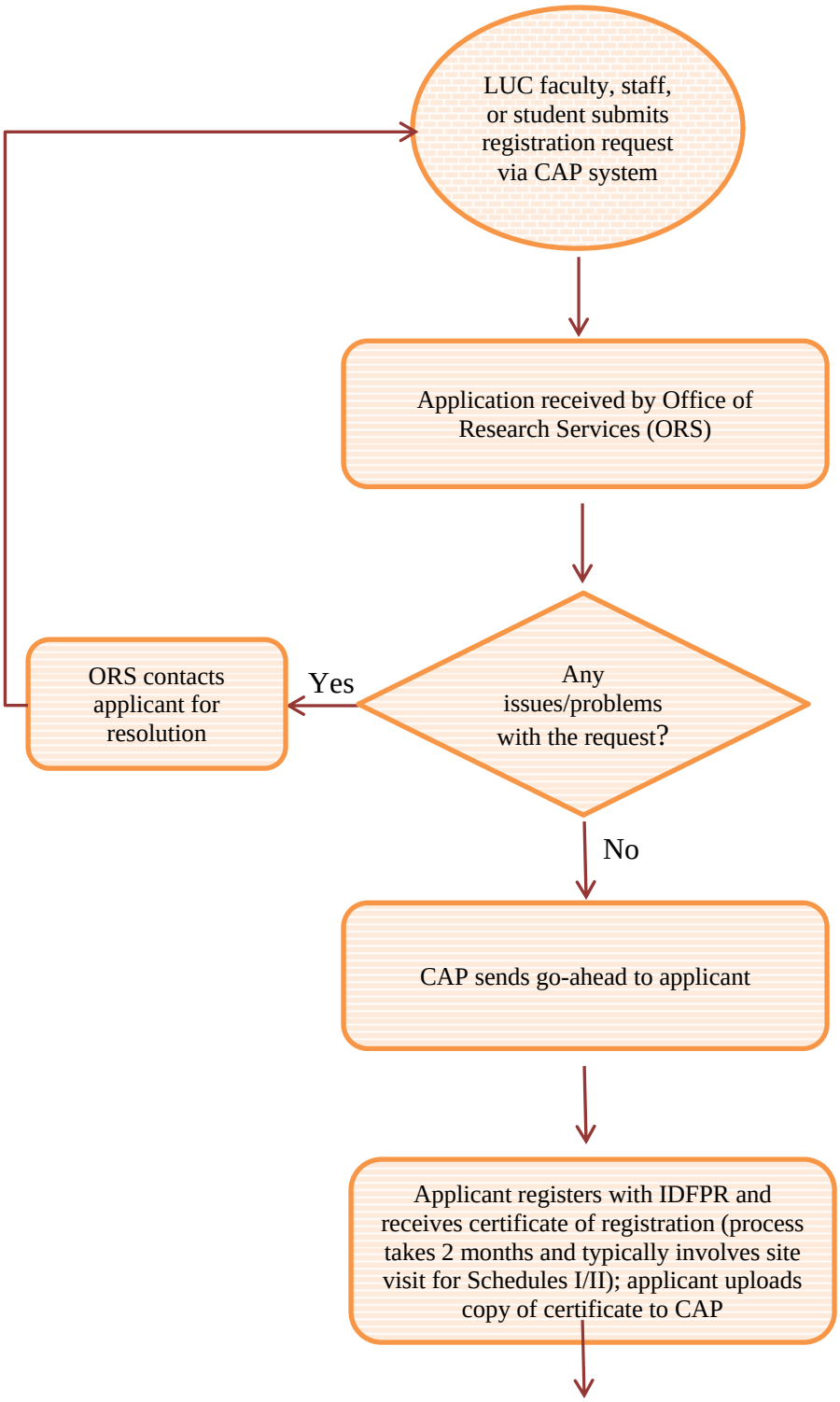
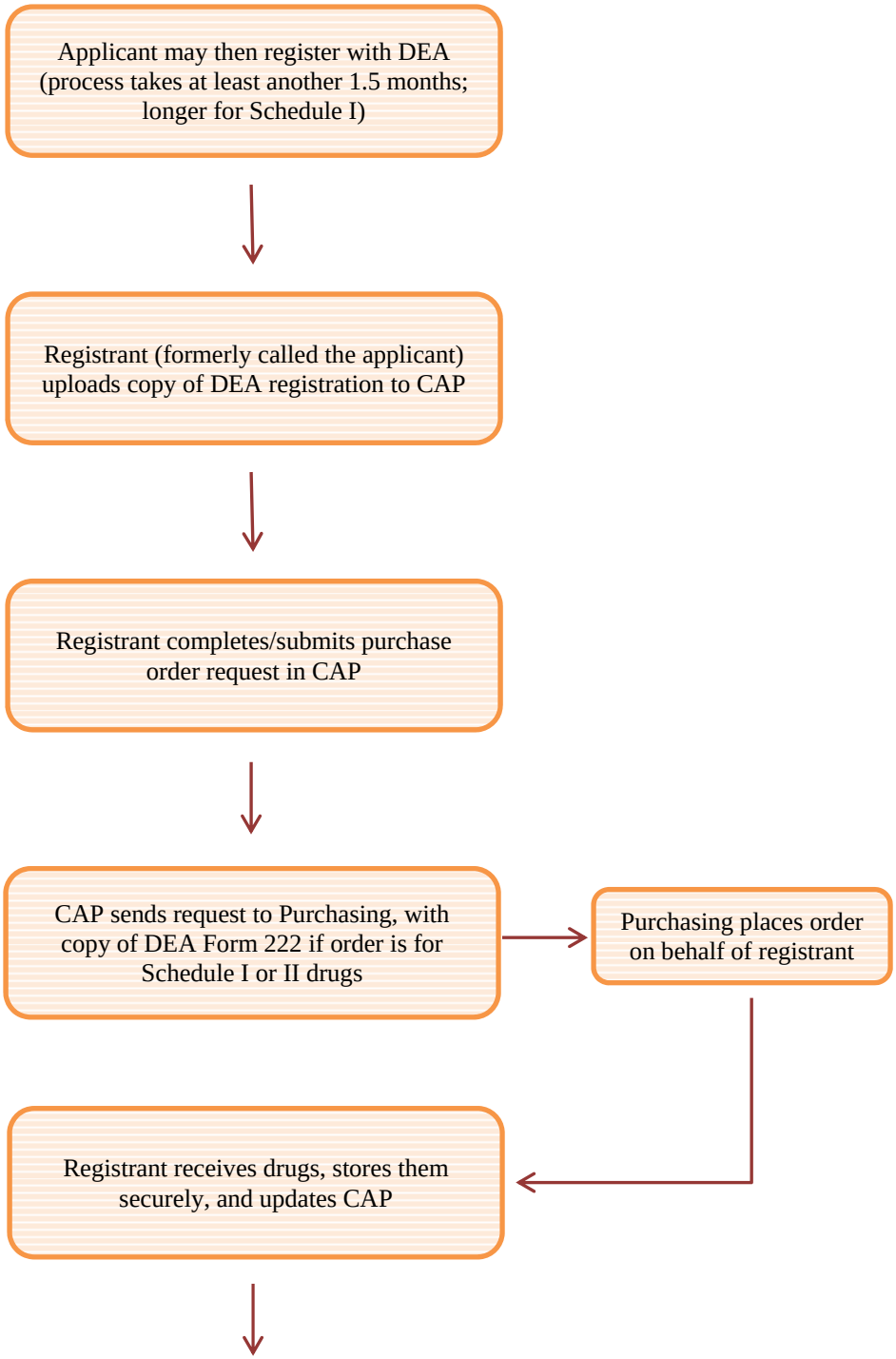
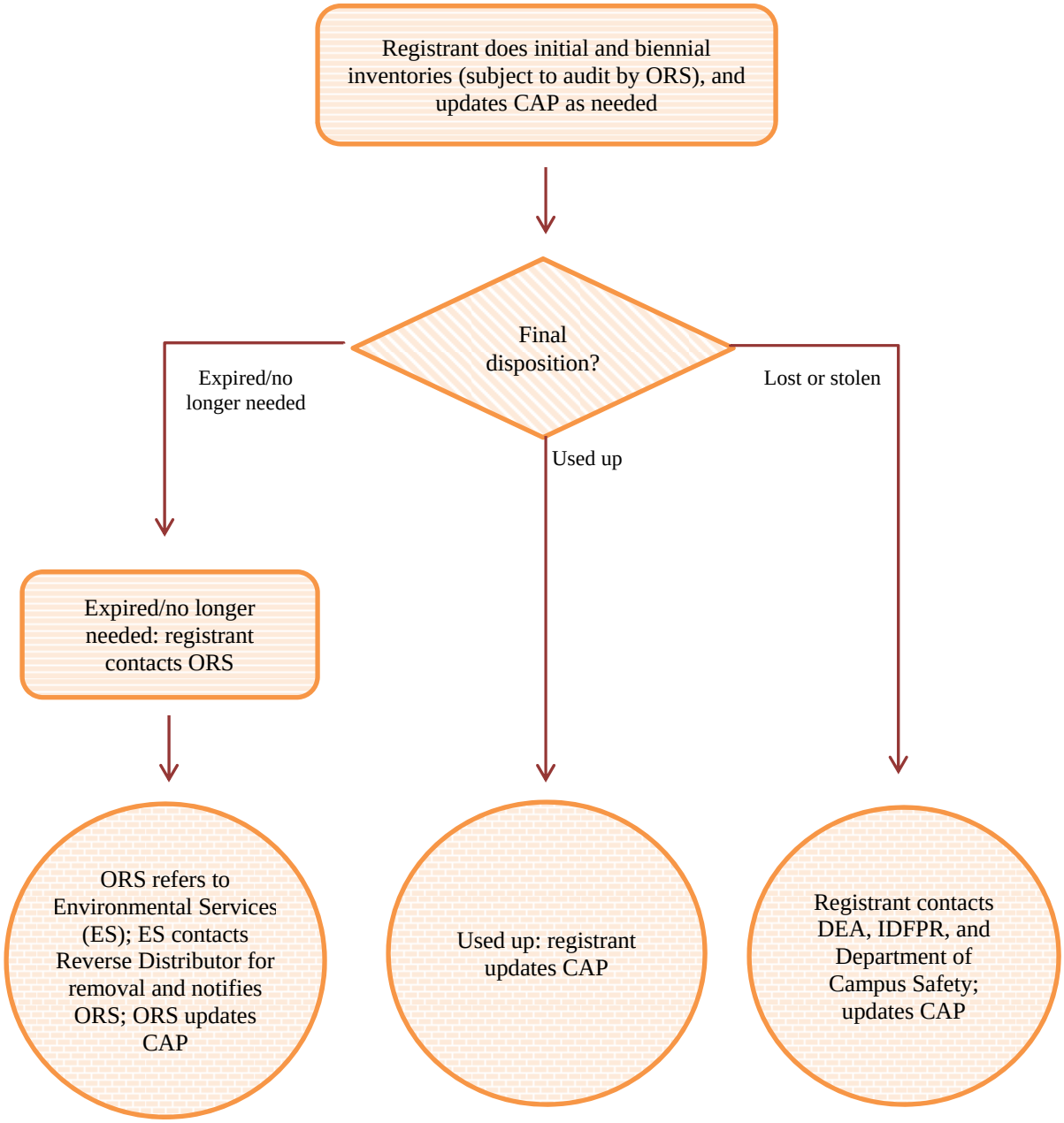
CONTROLLED SUBSTANCES PROCEDURES FLOWCHART




Applicant may then register with DEA (process takes at least another 1.5 months; longer for Schedule I)
Registrant (formerly called the applicant) uploads copy of DEA registration to CAP
Registrant completes/submits purchase order request in CAP
CAP sends request to Purchasing, with copy of DEA Form 222 if order is for Schedule I or II drugs
Purchasing places order on behalf of registrant
Registrant receives drugs, stores them securely, and updates CAP


Registrant does initial and biennial inventories (subject to audit by ORS), and updates CAP as needed
Final disposition?
Expired/no longer needed
Used up
Lost or stolen
Expired/no longer needed: registrant contacts ORS
ORS refers to Environmental Services (ES); ES contacts Reverse Distributor for removal and notifies ORS; ORS updates CAP
Used up: registrant updates CAP
Registrant contacts DEA, IDFPR, and Department of Campus Safety; updates CAP