

**UNIVERSITY OF PITTSBURGH
SCHOOL OF PHARMACY**

**Review of Controlled Substance Ordering
PROCEDURE**

Faculty members may need to purchase controlled substances during the course of their research. Staff trained in purchasing can place orders at the request of faculty members who have a valid DEA license in accordance with University controlled substance guidelines for ordering (guidelines found at <http://www.rcco.pitt.edu/ControlledDrugs/Guidelines/OrderingExternalVendors.htm>).

In order to ensure the integrity of such purchases and to monitor the use of controlled substances in research laboratories, the staff member will forward a scanned copy of each order for a controlled substance to the chair of the respective department for post-order review.

This additional level of review aims to confirm that substances are used for their intended research purpose and not diverted for inappropriate uses.

The department chairs will meet with faculty members when they have a question about the appropriateness of any order(s) of controlled substances.

Approved 11/26/13