

# Wisconsin Department of Safety and Professional Services

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## CONTROLLED SUBSTANCES BOARD

### SPECIAL USE AUTHORIZATION (SUA) FOR CONTROLLED SUBSTANCES CHECKLIST FOR RESEARCH

Check each as confirmation of understanding.

#### Wis. Stat. § 961.335

- An SUA must be obtained if controlled substances are to be used for research purposes.
- The SUA is obtained from the Controlled Substances Board.
- The SUA is valid for one year from the date of issue.
- The SUA cost is \$25.00 annually. (**State agencies/Universities are exempt.**)
- The individual granted this special use authorization is responsible for all activities under this authorization.
- The SUA will specify the name and address of the applicant, the nature of the use, all individuals approved, and amounts of controlled substances to be used, see **Form 2184**.
- This SUA is limited to those authorized individuals and controlled substances specified on the permit. Upon renewal, a valid permit may be amended.
- The amount of drug approved is the total amount of drug that may be purchased or possessed for the entire year of this authorization.** The amount of drug in inventory plus the amount of drug purchased may not exceed the total amount of drug approved for the year authorized by this approval.
- Persons who possess a valid SUA issued under this section are exempt from state prosecution for possession and distribution of controlled substances to the extent of the authorization.
- The Controlled Substances Board may suspend or revoke an SUA upon a finding that there is a violation of the rules of the Board.

#### Controlled Substances Board Policies and Procedures

Initial each item as confirmation of compliance.

- Complete the Application for Controlled Substances Special Use Authorization.
- Only researchers trained and qualified in the business of research will be issued an authorization.
- Researchers: For approval of your authorization, you must submit the requirements and complete Section 11 on Form 2184.**
- All applicants must submit a detailed one page description of each research protocol that involves the use of controlled substances.

#### In addition to the protocol:

- Research involving animals, must provide a copy of Institutional Animal Care and Use Committee (IACUC) approval form and calculations that lead to requested amounts.
- Research involving human subjects, must provide verification of Institutional Review Board (IRB) approval and calculations that lead to the requested amounts.
- Research that does not involve the use of animals must provide the calculations that lead to the requested amounts.
- You must obtain a Drug Enforcement Administration (DEA) Registration Number.

In accordance with federal and state laws, Special Use Authorization (SUA) holders are only allowed to have drug/substance amounts that have been previously authorized and approved by the Controlled Substances Board. Possession or use of any additional drug/substance amounts that are not authorized by the Controlled Substances board is a violation of federal and state laws. **An SUA may be revoked for this violation.**

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A Drug Enforcement Administration (DEA) registration pursuant to section 823 of the Controlled Substances Act (the Act) to manufacture, distribute, or dispense a controlled substance or a List I chemical may be suspended or revoked in accordance with section 824(a)(3) of the Act by the Attorney General [of the United States] upon a finding that the registrant has had his/her [State of Wisconsin Controlled Substances Board Special Use Authorization] suspended, revoked or denied by competent State authority and is no longer authorized by State law to engage in the manufacturing, distribution, or dispensing of controlled substances or List I chemicals or has had the suspension, revocation, or denial of his registration recommended by competent State authority. Suspension or revocation of a DEA registration would entail surrender of the registration certification, any unused DEA Forms 222, and all controlled substances in the possession of the registrant.

- The source of acquisition of controlled substances must be listed, see **Form 2184**. (The Wisconsin Crime Lab does not sell controlled substances.)
- DEA 222 forms must be retained in your records.
- All records of receipt and disposition of controlled substances must be retained.
- Storage of controlled substances must be in a secure, locked safe. See Physical Security Requirements for Controlled Substances (**Form 2277**).
- Access to the controlled substances is limited to those persons listed on the application.
- The DEA must be contacted for authorization to destroy or dispose any controlled substances.
- Controlled substances must be destroyed in an appropriate manner, as authorized by DEA.

Signature:  Date:  /  /

(If unable to provide a digital signature print and sign form.)