

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Ship To: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsp@wisconsin.gov
Website: <http://dsp.wi.gov>

CONTROLLED SUBSTANCE BOARD

UNAUTHORIZED POSSESSION OF EXCESS AMOUNTS OF CONTROLLED SUBSTANCES IMPORTANT NOTICE

Attention Special Use Authorization Holders:

In accordance to federal and state laws, all 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. **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.**

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 certificate, any unused DEA Forms 222, and all controlled substances in the possession of the registrant.

Amendments: It is required to file an amendment with the Controlled Substances Board for a change to your current authorization prior to the expiration date. The following changes must be approved by the Board :

- **Shelter Name** (Fill in the shelter name in case your log is separated from your application.)
- Change in original authorization holder.
- New individuals added who are participating in the functions for which the Authorization was approved.
- Additional drug amounts that need to be purchased for more than what was previously authorized for you to have in your possession.
- Any new controlled substance that was not previously authorized for you to have in your possession.

These requests must be filed and approved by the Board prior to purchasing any new amounts.

- To file an amendment with the Controlled Substances Board you will need to submit in writing your request for the need and the justification for this change. Please include your SUA permit number.
- A \$5.00 fee is required. Please make checks payable to: Department of Safety and Professional Services.
- Once the request is received, it will be reviewed by a Board advisor for approval. Upon approval, you will be issued an amended SUA with the changes shown.

Please contact the DEA for information regarding proper authorized destruction of Controlled Substances upon the termination of a Wisconsin Special Use Authorization Permit.