

How to Get a Controlled Substance Use Authorization (CSUA) Number at UAB:

Use of controlled substances (CS) in animal research, teaching, veterinary care and in-vitro (non-animal) research at UAB is coordinated and managed by OH&S. Principal Investigators (PIs) must obtain a Controlled Substance Use Authorization (CSUA) to possess and use CS for any of the uses mentioned above.

The Controlled Substance Use Authorization (CSUA) web application is used by PIs to apply for an authorization number and to designate authorized personnel to work under his/her number. The web interface is also used to document training and controlled substance possession and use in compliance with strict federal regulations and the UAB Controlled Substance Program.

Steps involved in obtaining a CSUA Number

- 1) Visit the [OH&S website](#) to start the application process
- 2) Fill out a PSDS (Personnel Screening Data Sheet)
- 3) Add personnel and assign privileges
- 4) Add a storage location
- 5) Add protocol(s)
- 6) Request Chair's approval by entering the email
- 7) Take CS245 training course: [CS245 - Using Controlled Substances in Research, Teaching, and Veterinary Care](#)
- 8) Contact OH&S for a storage location inspection
- 9) Receive notification and CSUA number when all steps are complete

Step 1

To apply for a CSUA via the web application, go to OH&S website at: <http://www.uab.edu/ohs/controlled-substances/cs-authorization/76-programs/controlled-substances/206-cs-apply-for-csua>

Apply for a Controlled Substance Use Authorization (CSUA)

Apply well in advance of your intended project to allow time to obtain CSUA approval and order CS products. A separate CSUA is required for each location where CS will be stored overnight. Investigators are discouraged from having more than one storage location since the CSUA number is like a DEA license and separate records must be maintained at each storage location. In addition, each CSUA, like a research DEA license, must be renewed annually. Follow the steps below to begin the application process.

Step 1: First-time applicants
You must have a UAB Blazer ID to access the CSUA Web Application.

Step 2: Apply for a CSUA

1. Login to the CSUA Web Application .
2. Enter your BlazerID and strong password.
3. First time users will need to answer questions on the Personnel Screening Data Sheet (PSDS) that are required by the DEA for anyone working with or having access to controlled substances.
4. After entering your BlazerID and strong password on the PSDS page, you will be taken to the CSUA Web Application's Dashboard page.
5. Click each tab and follow the corresponding instructions.

Note: Only PIs may submit a completed CSUA application.

When you click 'CSUA Web Application' (marked by arrow), the below page will appear.

Log in with your Blazer ID and strong password:

Department of Occupational Health & Safety Controlled Substance Use Authorization (CSUA)

System Login Page

Enter your BlazerID and strong password to log in

Enter your Blazer ID

Enter your strong password

Upon clicking 'submit', the system will prompt to you to fill out the Personal Screening Data Sheet (PSDS).

Step 2

Fill out a Personnel Screening Data Sheet (PSDS)

Personnel Screening Data Sheet-Investigator

The PSDS is to be filled out by all authorized personnel who receive, order, handle, administer, or have access to controlled substances (CS) at UAB (21CFR1301.90). The form on this page should only be completed by individuals who are applying for a Controlled Substance Use Authorization. If you are not a PI, please talk to your Supervisor prior to proceeding with this form.

Date of Birth (ex: 01/23/1989)

Driver's License (must be valid license) (ex: AL 1234567) I have no license

Home Address (include City, State, Zip)

Lab/Office Location (ex: CH19 445)

Email Address

Office Phone

Office Fax

CSUA # (if available)

Within the past 5 years, have you been convicted of a felony, or within the past two years of any misdemeanor, or are you presently formally charged with committing a criminal offense? (Do not include any traffic violations, juvenile offenses, or military convictions, except by general court-martial.) If the answer is yes, furnish details of conviction, offense, location, date, and sentence on additional page.

If yes, please furnish details

In the past 3 years, have you knowingly used any narcotics, amphetamines, or barbituates, other than those prescribed to you by a physician?

If yes, please furnish details

Have you ever surrendered a controlled substance registration or had a controlled substance registration revoked or suspended, or denied?

By signing below, I authorize UAB to make inquiries of courts and law enforcement agencies for possible pending charges against me or any pri convictions. I understand that if I have provided any false information, or omitted to provide pertinent information to UAB, or if I misuse contro substances during my employment with UAB, my position with UAB may be jeopardized and I may be subject to disciplinary action. I understand that information provided by me on this form or obtained by UAB as a result of any inquiries it makes will not necessarily preclude me from utili controlled substances in non-human research at UAB, but will be considered as part of the overall evaluation by UAB of my qualifications in the application. I also understand that any information provided by me on this form or obtained by UAB as a result of any inquiries will be remain confidential. I also understand that my social security number will be provided to the DEA for licensing when necessary.

I understand that as a UAB employee I will be expected to comply with UAB's policies. UAB requires an employee who has knowledge of drug diversion from UAB by a fellow employee to report such information to the Controlled Substances Program manager who will inform the approp officials and initiate an investigation of the allegations. All such reports shall remain confidential.

Enter the password for your BlazerID

Step 3

Step 3 is adding new personnel (authorized users) to your account by clicking "Personnel". Names can be added by clicking "+ New Personnel".

Principal Investigator BlazerID

Department

Office Location

Email Address

Phone Number

Fax Number

click a button below to view the associated list

Personnel

Protocols

Storage Location

Enter the BlazerID and desired permissions for each person who will order or handle controlled substances in your laboratory by selecting the +Add New link. Your authorized personnel will be notified by email to complete required training and submit a Personnel Screening Data Sheet (PSDS).

Personnel List						+ New Personnel
Type	BlazerID	Name	Phone	Trained	PSDS	Authorized

PIs can assign privileges to each individual by selecting: authorized user, secondary, keyholder, order, receive.

 CSU PSDS Form Authorized Personnel

Enter the BlazerID for each person ordering or handling controlled substances, then select the privileges you need for the person. For additional information on privilege levels go to (controlled substance program webpage). Limit access, especially key privileges, to the minimum number of personnel possible. Personnel training and authorization status will update automatically upon completion of training and approval by the Controlled Substance Program Manager. Select Submit to complete your entry and return to the summary page.

[Return to CS Front](#)

Proposed User's Blazer ID

 (enter the blazer id for the user you wish to add)

Allow this user to:

 Act as Secondary Contact

(S) This user has the same rights/access as the primary contact/authorization holder. Only one secondary contact may be assigned

 Authorized User

(A) An Authorized User is someone who has been trained and is allowed to use Controlled Substances for the purposes approved in the CSUA.

 Order Materials

(O) Only users selected to order materials will have orders approved for purchase

 Receive Materials

(R) Only users assigned to receive controlled substances will be allowed to pick up ordered materials from the Controlled Substances Program Manager

 Keyholder

(K) A keyholder is a user who possesses, or has access to, a key to the Controlled Substance storage location

Step 4

This step is identifying a storage location for the CS. Schedule II controlled substances needs a secure safe as the storage location. Schedule III-V can be stored inside a locked drawer.

Add a storage location by clicking (+Add New/Change), then enter the location and type of storage.

1. Controlled Substance Storage Location

Enter the location and type of storage you will be using for your controlled substances by selecting the +Add New link. Refer to the OH&S Controlled Substances Program website (enter site info) for information on suitable storage requirements. For each CSUA number, there can be only one storage location in use at a time. The DEA must approve each storage location and usage logs must be kept at that specific storage location. If you wish to change your storage location, you do not need to complete an additional CSUA, however you must receive a new approval.

[Return To CS Front](#)

Storage Location Info

Building

Room

Storage Type **Other**

click a button below to view the associated list

Enter the location and type of storage you will be using for your controlled substances by selecting the +Add New link. Refer to the OH&S Controlled Substances Program website (enter site info) for information on suitable storage requirements. For each CSUA number, there can be only one storage location in use at a time. The DEA must approve each storage location and usage logs must be kept at that specific storage location. If you wish to change your storage location, you do not need to complete an additional CSUA, however you must receive a new approval.

Storage Location			+ Add New/Change
Building	Room	Storage Type	DEA Authorization Status

Before you can submit your CSUA for approval, you must complete the following: Storage Location Protocols

Step 5

Protocols can be added by clicking “protocols”. Name of the CS, DEA Schedule, type use and annual amount can be added along with the APN Number. This page is very self-explanatory and there are pull down lists at every stage to make a selection.

Enter each controlled substance you will be using by selecting the substance from the pull down list. The DEA Number and Schedule will be completed automatically. Enter each Animal Protocol Number (APN) involving use of the substance followed by a comma. If you are a veterinarian or are using controlled substances for teaching, where no project numbers are issued, then enter VETERINARIAN or TEACHING in the line for APN/project number.

If your research does not involve animals, then check the in vitro box next to the entry and complete the information for that project.

Estimate the combined annual amount of each substance used for all projects in the purchase units for the item (vial, box, bottle). Use the pull down list to select the purpose for administering the substance. Select Research when doing a specific study on the selected substance or for other in vitro study.

If your research involves a controlled substance not listed on the pull down menu, contact the Controlled Substances Program Manager at 934-2487 for assistance.

Note: The DEA proper name for the euthanasia drug is **PENTOBARBITAL & NON-CONTROLLED ACTIVE INGREDIENT** for Euthasol™ is

Select Submit to complete your entry and

Add/Edit Controlled Substance	None
APN/Project #(s)	
Controlled Substance	ANABOLIC STEROIDS
Estimated Annual Need	BUPRENORPHINE HYDROCHLORIDE POWDER, 50 MG
Purpose	BUPRENORPHINE INJECTION, 0.3 MG/ML, 10 X 1 ML SYRINGE
In Vitro?	BUPRENORPHINE INJECTION, 0.3 MG/ML, 5 X 1 ML
	BUPRENORPHINE SR SUB-Q INJ., 10 MG/ML, 5 ML (RESTRICTED USE)
	BUTORPHANOL INJECTION, 10 MG/ML, 50 ML
	COCAINE HYDROCHLORIDE POWDER, 5 GM
	COCAINE HYDROCHLORIDE POWDER, 1 GM
	D-AMPHETAMINE SULFATE POWDER, 5 GM
	D-AMPHETAMINE SULFATE POWDER, 1 GM
	DIAZEPAM INJECTION, 5 MG/ML, 10 ML
	DIAZEPAM POWDER, 100 MG
	FENTANYL PATCH 0.05 MG/HR, 5 PATCHES/BOX
	KETAMINE INJECTION, 100 MG/ML, 10 ML
	KETAMINE POWDER, 1 GM
	METHAMPHETAMINE POWDER, 100 MG
	METHAMPHETAMINE POWDER, 5 GM
	METHOHEXITAL SODIUM 500 MG/ 50 ML
	METHYLPHENIDATE POWDER, 100 MG
	MIDAZOLAM INJECTION, 5 MG/ML, 10 ML
	MODAFINIL POWDER, 50 MG
	MORPHINE SULFATE INJECTION 10 MG/ML, 10 ML
	MORPHINE SULFATE POWDER, 250 MG
	OXYCODONE HYDROCHLORIDE, POWDER
	PENTOBARBITAL & NONCONTROLLED ACTIVE INGRED. INJECTION, 390/50 MG/ML 100 ML
	PENTOBARBITAL INJECTION, 390 MG/ML, 250 ML
	PENTOBARBITAL, SODIUM POWDER, 5 GM
	PHENCYCLIDINE HYDROCHLORIDE POWDER, 25 MG
	PHENOBARBITAL TABLETS, 32.4 MG
	PROPOFOL INJECTION 28, 10 MG/ML, 20 ML VIAL
	SUFENTANIL INJ. 0.05 MG/ML, 10 X 2 ML
	THIOBUTABARBITAL SODIUM POWDER, 1 GM
	TILETAMINE AND ZOLAZEPAM, 50 MG/ML (EACH), 5 ML

Enter each controlled substance you will be using by selecting the substance from the pull down list. The DEA Number and Schedule will be completed automatically. Enter each Animal Protocol Number (APN) involving use of the substance followed by a comma. If you are a veterinarian or are using controlled substances for teaching, where no project numbers are issued, then enter VETERINARIAN or TEACHING in the line for APN/project number.

If your research does not involve animals, then check the in vitro box next to the entry and complete the information for that project.

Estimate the combined annual amount of each substance used for all projects in the purchase units for the item (vial, box, bottle). Use the pull down list to select the purpose for administering the substance. Select Research when doing a specific study on the selected substance or for other in vitro study.

If your research involves a controlled substance not listed on the pull down menu, contact the Controlled Substances Program Manager at 934-2487 for assistance.

Note: The DEA proper name for the euthanasia drug Fatal Plus is PENTOBARBITAL INJECTION, 390 mg/ml. The DEA proper name for Euthasol™ is PENTOBARBITAL & NON-CONTROLLED ACTIVE INGRED., 100 ML

Select Submit to complete your entry and return to the summary page.

[Return To CS Front](#)

Add/Edit Controlled Substance Record

APN/Project #(s)

Controlled Substance

Estimated Annual Need

Purpose

In Vitro?

Enter each controlled substance you will be using by selecting the substance from the pull down list. The DEA Number and Schedule will be completed automatically. Enter each Animal Protocol Number (APN) involving use of the substance followed by a comma. If you are a veterinarian or are using controlled substances for teaching, where no project numbers are issued, then enter VETERINARIAN or TEACHING in the line for APN/project number.

If your research does not involve animals, then check the in vitro box next to the entry and complete the information for that project.

Estimate the combined annual amount of each substance used for all projects in the purchase units for the item (vial, box, bottle). Use the pull down list to select the purpose for administering the substance. Select Research when doing a specific study on the selected substance or for other in vitro study.

If your research involves a controlled substance not listed on the pull down menu, contact the Controlled Substances Program Manager at 934-2487 for assistance.

Note: The DEA proper name for the euthanasia drug Fatal Plus is PENTOBARBITAL INJECTION, 390 mg/ml. The DEA proper name for Euthasol™ is PENTOBARBITAL & NON-CONTROLLED ACTIVE INGRED., 100 ML

Select Submit to complete your entry and return to the summary page.

[Return To CS Front](#)

Add/Edit Controlled Substance Record

APN/Project #(s)

Controlled Substance

Estimated Annual Need

Purpose

In Vitro?

Step 6

Department Chair Approval Request – Upon clicking the submit button after entering the Chair’s email, the system will send an automatic email to your Chair. Department Chairs can approve the application by clicking the link attached to the email.

After entering the email address for your department chair, click the submit button. A notice will be sent to your department chair requesting approval of your CSU. You will receive an email from us when this process has completed.

Department Chair Approval Request

Enter the email address for your department chair

Step 7

PIs and all authorized users must take the training course CS 245 (Using Controlled Substances in Research, Teaching and Veterinary Care) by signing into the Learning System (<https://www.uab.edu/ohs/training/research-training>).

Completion of the training will be automatically documented by the CSUA web application.

Step 8

PIs must schedule an inspection of the storage location by contacting Kelli Crump at kcrump@uab.edu.

Step 9

Once the Steps 1-8 are completed, the PI will receive an email from OH&S to notify the approval of the CSUA with an authorization number.

If you have any questions/issues during the application process, contact Rani Jacob/Kelli Crump at 934-2487.