

## Managing Authorized Personnel on a CSUA Job Aid

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Authorized Personnel are individuals assigned by the PI to order, receive, be a key holder, and work with Controlled Substances under a particular CSUA. Individuals designated as Authorized Personnel, including PIs and lab contacts, **MUST** be **SCREENED** and **APPROVED** by OH&S **BEFORE** they are permitted to work with Controlled Substances.

### Personnel Screening Data Sheets (PSDS)

A Personnel Screening Data Sheet (PSDS) is a document that is **REQUIRED** by the DEA of all individuals who have access to work with Controlled Substances at any time. The PSDS is submitted by the CSUA Web Application and appears after the login page the first time you log in. The BlazerID and strong password request at the end serves as one of the legal signatures. It authorizes UAB to conduct a background check. You must also print a hard copy, sign it, and fax, email, or bring it to OH&S.

The PSDS must be submitted for each individual entered on a CSUA as Authorized Personnel. When you add an individual to your Authorized Personnel list, an e-mail notification is automatically sent to the individual, instructing them to follow the link to the web application, to log in and complete the PSDS form.

The Controlled Substance Program Manager will notify the CSUA contacts and the Authorized Personnel when approval has been granted.

**IMPORTANT:** The Authorized Personnel list should be kept current at **ALL TIMES!** To manage the Authorized Personnel, you should:

1. Log into the [CSUA Web Application](#) (using your BlazerID and strong password)
2. In the CSUA Web Application, select the Personnel tab to manage any Authorized Personnel.

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In the CSUA Web Application, the PI can add or remove Authorized Personnel **AND** assign levels of access to application/tasks. The CSUA Web Application has the following levels of access:

1. **Primary Contact** – The PI is the primary contact and has full privileges to the CSUA Web Application and Controlled Substances Inventory. They will receive a notice when the Controlled Substance order arrives.
2. **Secondary Contact** – This user has the same rights/access as the primary contact/authorization holder. Only one secondary contact may be assigned. They will receive notice when Controlled Substances order arrives.
3. **Authorized User** – This is someone who is trained and is allowed to use Controlled Substances for the purposes approved on the CSUA.
4. **Order Materials** – Only the users selected to order materials will have Controlled Substances orders approved for purchase.
5. **Receive Materials** – Only the users that are assigned to receive Controlled Substances will be allowed to pick up ordered materials from the Controlled Substances Program Manager.
6. **Key holder** – A key/combo holder is a user who possesses, or has access to the Controlled Substances storage by a key of a combination number.