

## Controlled Substances

### DEA Controlled Substances (UNT Health Science Center)

Drugs under jurisdiction of the Controlled Substance Act are divided into five schedules based on their potential for abuse and physical and psychological dependence. Department ID holders with a valid controlled substance license are responsible for submitting requisitions for purchases of controlled substances according to applicable UNTHSC policies and procedures including those detailed in the [Control Substance in Research Policy](#).

Purchase requisitions for substances used for research that require a DEA license must be reviewed and approved by the Office of Research Compliance before being routed to Procurement Services.

The following information must be entered in the Justification/Comments:

- “NOTE TO CR: Call Dr. Name at “phone number” to pick up from UNTHSC Central Receiving; Alt Authorized Staff: Name, “phone extension.”
- “NOTE TO VENDOR: Individual Researcher License for Dr. First Name Last Name (as appears on DEA License) on file.”
- “SHIP TO: ATTN: Dr. First Name Last Name (as appears on DEA License), Room 875; UNT Health Science Center.”
- For Schedule II Purchases: “Transmittal Form and DEA 222 Form # to follow.”

Please contact the [Office of Research Compliance](#) and visit their [website](#) for questions regarding these purchases. See [Clinical Controlled Substances](#). Use the category code below in ePro.

Classification	ePro Category Code
DEA Controlled Substances	875-59

### Controlled Precursor Chemicals

The following items have the potential for use to manufacture illegal drugs and are considered “controlled precursor chemicals.” In order to implement the Memorandum of Understanding (MOU) between the Texas Higher Education Coordinating Board (THECB) and the Texas Department of Public Safety (DPS), the chemicals on this list must be ordered through Procurement Services, not on a purchasing card. The DeptID/ProjID holder is responsible for ensuring that the correct category code is used on the ePro requisition, and for maintaining the required receiving and use records for these chemicals. If you have any questions regarding these chemicals, please contact the [UNTHSC Safety Office](#) or [UNT Risk Management Services](#). Use the category code below in ePro.

Classification	ePro Category Code
Chemicals, Solvents, Not Gas	190-00

### List of Controlled Precursor Chemicals

Anthranilic acid	Ethyl malonate	Phenylpropanolamine
Barbituric acid	Hypo phosphorus acid	Piperidine
D-lysergic acid	Malonic acid	Pseudoephedrine
Diethyl malonate	Methylamine	Pyrrolidine
Ephedrine	N-acetylanthranilic acid	Red phosphorus
Ergotamine tartrate	Norpseudoephedrine	
Ethylamine	Phenyl acetic acid	

### Controlled Laboratory Apparatus

The following items have the potential to be diverted for the manufacture of illegal drugs and are considered “controlled laboratory apparatus.” To implement the Memorandum of Understanding (MOU) between the Texas Higher Education Coordinating Board (THECB) and the Texas DPS, the items on this list must be ordered through Procurement Services, not on a purchasing card. The DeptID/ProjID holder is responsible for ensuring that the correct category code is used on the ePro requisition and for maintaining the required receiving records for these items. Please contact the **UNTHSC Safety Office** or **UNT Risk Management Services** office with questions regarding these products. Use one of the category codes below in ePro.

Classification	ePro Category Code
Scientific Lab Equipment less than \$5,000	334-06
Scientific Lab Equipment greater than \$5,000	334-18
Scientific Lab Supply Consumables	615-02

### List of Controlled Laboratory Apparatus

Adapter tubes	Buchner Funnels	Heating mantles
Condensers	Separator Funnels	Soxhlet extractors
Distilling apparatus	Flasks: Erlenmeyer	Tableting machines
Distilling flasks	Flasks: 1, 2, or 3 necked	Transformers
Encapsulating machines	Flask heaters	Vacuum dryers
Filter Funnels		

### Clinical Radioactive Materials

All purchase requisitions for radioactive pharmaceuticals will be reviewed and approved by the appropriate authority on each campus before being forwarded to Procurement Services. Use the category code below in ePro.

Classification	ePro Category Code
Radioactive Pharmaceuticals	269-78

### Clinical Controlled Substances

All purchase requisitions for controlled substances used for clinical purposes will be reviewed and approved by the appropriate authority on each campus before being forwarded to Procurement Services. See **DEA Controlled Substances**. Use the category code below in ePro.

Classification	ePro Category Code
Clinical Controlled Substances	269-70

## Chemical Agents That May be Used by Terrorists in MMWR

April 21, 2000/vol. 49/No. RR-4, the Center for Disease Control (CDC) published recommended guidelines for "Biological and Chemical Terrorism: Strategic Plan for Preparedness and Response."

Chemicals listed in that report that might be diverted from legitimate research use are listed below. These must be ordered through an ePro requisition, not on a purchasing card. Use one of the category codes below in ePro.

Classification	ePro Category Code
Chemicals, Hazardous	190-18
Chemicals, Radioactive	193-80
Hazardous Waste Disposal Service	926-45

## List of Chemical Agents That May be Used by Terrorists in MMWR

Arsenic	Hydrogen cyanide	Sulfuric acid
Benzene	Lead compounds	Trihalomethanes (many of these)
Chloroform	Mercury	
Cyanogen chloride	Phosgene	

## Hazardous Materials, Controlled Items, and Radioactive Materials

Department ID holders are responsible for submitting requisitions for purchases of hazardous materials, controlled precursor chemicals, items considered a controlled laboratory apparatus, and radioactive materials according to UNT System regulations and institutional policies and procedures. You may attach approvals electronically to the requisition. See [Controlled Laboratory Apparatus](#), [Controlled Precursor Chemicals](#), and [Radioactive Materials](#).

## Material Safety Data Sheet (MSDS) For Hazardous Materials

Normally, vendors send an MSDS under separate cover to the Safety Office, and the Safety Office redistributes copies to the ordering department. If an order is delivered with MSDS, the DeptID/ProjID holder must forward a copy of the MSDS to the Safety Office.

## Radioactive Materials

Only faculty listed on the institutional radioactive materials license may purchase radioactive materials. The Procurement Services process is described in the institutional radiation safety manual, available to all authorized faculty. See [Hazardous Materials, Controlled Items, and Radioactive Materials](#) and the [UNTHSC Environmental Health and Safety Office](#).

Radioactive materials must be ordered through Procurement Services, not on a purchasing card. When submitting an ePro requisition, include the symbol for the isotope being ordered (e.g. 32-P) and the radioactive quantity (e.g. 250uCi) in the item description. Enter the following information in requisition Justification/Comments: **Note to UNTHSC Central Receiving about radioactive materials: Call Safety Office to pick up from UNTHSC Central Receiving.**

Requisitions submitted in ePro with the proper category code are automatically routed to the Safety Office for approval. In order to have your requisitions for radioactive materials routed automatically to the Safety Office, use the following category code in ePro.

Classification	ePro Category Code
Radioactive Chemicals	193-80