Record-Keeping Requirements: Ordering/Receiving CS/DD
In this presentation

The main objective of this presentation is to discuss the importance of keeping accurate ordering and receiving controlled substances (CS) and dangerous drugs (DD) records.
Why is this important?

All registrants are required by law to keep complete and accurate records of all substances manufactured, imported, received, sold, delivered, exported, or otherwise disposed of by him/her for a period of two years.

Emory Policy requires that records are kept 3 years past the date of disposition.
Ordering CS/DD

All CS/DD orders should be purchased through Emory Express. No personal credit cards should be used.

If you have trouble obtaining a particular drug, reach out to the Procurement Help Desk.

Emory’s updated Policy 7.25 does allow for transfers/sales of controlled drugs from one PI to another, but you must contact ORIC for approval prior to the transfer.
Ordering Schedule I-II CS require a DEA Form 222

All Registrants should be using the single Form 222 for Schedule I-II drugs. All DEA Form 222s in triplicate should be voided and can be sent back to the local DEA office in Atlanta. Please contact ORIC for further instructions.

If you make an error on the form, it must be voided, and a new DEA Form 222 must be issued. Keep the voided form in your DEA Binder.
Ordering Schedule I-II CS require a DEA Form 222

Fill out the DEA Form 222 completely. Upon completion, make a copy, file the copy in your binder, and send the original form to the Supplier's mailing address listed on the DEA Form 222.

If there are errors on the Purchaser's DEA Form 222, then the Supplier must and will return the form to the Purchaser with a "Reason for Return" statement letter. The DEA Form 222 must be voided by the Purchaser and the Reason for Return letter must be filed with the voided DEA Form 222 in the Registrant's binder.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>NO. OF PACKAGES</th>
<th>PACKAGE SIZE</th>
<th>DISTRIBUTE ON</th>
<th>DATE SHIPPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>100</td>
<td>01/15/24</td>
<td>01/20/24</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>10ML</td>
<td>01/20/24</td>
<td>01/20/24</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>100ML</td>
<td>01/20/24</td>
<td>01/20/24</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>500</td>
<td>01/20/24</td>
<td>01/20/24</td>
</tr>
</tbody>
</table>

**AT THIS POINT STOP, MAKE A COPY OF THIS FORM, FILE THE COPY IN THE READY BINDER AND SEND THE ORIGINAL TO THE SUPPLIER**

---

**LAST LINE COMPLETED (MUST BE 20 OR LESS)**

---

DO NOT FILL OUT THIS SECTION. THIS IS FOR THE SUPPLIER ONLY.
Receiving Forms from Supplier

The Supplier's record must include:

- Supplier's Info: Name, Address, DEA or State license number, Invoice #
- Purchaser Information: Name, Address, DEA or State license number
- Drug Name, Strength/Concentration, Quantity, # of Containers, and Drug Form
- Quantity Shipped
- Date Shipped

The Purchaser must note on the invoice/packing slip from the Supplier:

- Quantity Received
- Date Received
- The receiver *should* initial the document
<table>
<thead>
<tr>
<th>Product #</th>
<th>Ordered</th>
<th>Shipped</th>
<th>Unit Vendor</th>
<th>Vendor #</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>78947617</td>
<td>2.000</td>
<td>2.000</td>
<td>WVG</td>
<td>66004010030</td>
<td>ETHIA XR BUPRENOR 1.3MG/ML (CII) 3ML VI</td>
<td>$415.00</td>
<td>$830.00</td>
</tr>
</tbody>
</table>

Compliance Data:
- Practitioner: PHARMACY EXEMPT PRACTITIONER PARTNER
- DEA Registrant: PHARMACY EXEMPT PRACTITIONER PARTNER
- PRAC RX LICENSE:
- DEA REGISTRATION:

Sold by:
- BRANCH STATE RX:
- BRANCH STATE CS: EXEMPT

Shipped from:
- FC STATE RX: EXEMPT
- FC STATE CS: EXEMPT
- FEDERAL DEA REG.

Rec: 3:35PM 10/25/23 by ATM

Say hello to the news is good news! Auto DX Alerts automatically notifies clients of petti negative test results, saving your staff time and giving owners peace of mind. Visit pattersonvet.com/auto-dx-alerts. Patterson has made DCS a state law transaction statement, info and history documents available to you by Tradelink. Enter https://www.tradelink.com/login into your web browser, to access this info. A one-time registration is required. Manual checks may be converted and collected electronically.

Sub Total: $830.00
- Local Tax: 0.00 % $0.00
- State Tax: 0.00 % $0.00

Total: $830.00
Emory Receiving Forms

These forms are optional if you keep all your invoices/packing slips from the Supplier. If the Registrant does not receive an invoice/packing slip from the Supplier then the Registrant should contact the Supplier to request a copy and fill out the Emory Receiving records.

**Controlled Substances**
Form 8 – For Scheduled I & II drugs (does not replace the DEA Form 222)
Form 9 – For Schedule III – V drugs

**Dangerous Drugs** - Form B – for all dangerous drugs
Form 8: Schedule I – II Controlled Substance Receiving Log

Note: All Schedule I-II Controlled Substances must be received on the DEA Form 222. This form is not a substitute for receiving the controlled substance on the official form.

Box 1: Registrant Information

<table>
<thead>
<tr>
<th>Registrant’s Name</th>
<th>DEA #:</th>
<th>Registered Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>RS1234567</td>
<td>101 Emory Way, Room #1234, Atlanta, GA, 30303</td>
</tr>
</tbody>
</table>

Box 2: Receiving Log for all Schedule I – II Controlled Substances

<table>
<thead>
<tr>
<th>DEA Form 222 Order Form #</th>
<th>Name of the Controlled Substance</th>
<th>Concentration /Strength</th>
<th>Volume/Quantity of each container</th>
<th>Drug Form</th>
<th>Number of Containers</th>
<th>PO #</th>
<th>Date Received</th>
<th>Name of Person Receiving the C/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>12458895689</td>
<td>Psilocybin 100</td>
<td>5 grams</td>
<td>powder</td>
<td>1</td>
<td>PO1263749</td>
<td>07/01/23</td>
<td>Joe Smith</td>
<td></td>
</tr>
<tr>
<td>1245889560</td>
<td>Oxycodone HCL 100</td>
<td>10 grams</td>
<td>powder</td>
<td>1</td>
<td>PO1263749</td>
<td>07/01/23</td>
<td>Joe Smith</td>
<td></td>
</tr>
<tr>
<td>4385489540</td>
<td>Dexmethylphenidate HCL 5mg</td>
<td>100</td>
<td>tablets</td>
<td>4</td>
<td>PO8458489</td>
<td>07/15/23</td>
<td>Joe Smith</td>
<td></td>
</tr>
<tr>
<td>2732898349</td>
<td>Morphine Sulfate ER 20mg</td>
<td>1000</td>
<td>capsule</td>
<td>1</td>
<td>PO8548984</td>
<td>07/25/23</td>
<td>Joe Smith</td>
<td></td>
</tr>
<tr>
<td>2732898349</td>
<td>Fentanyl Base 100</td>
<td>1 gram</td>
<td>powder</td>
<td>1</td>
<td>PO8548984</td>
<td>07/25/23</td>
<td>Joe Smith</td>
<td></td>
</tr>
</tbody>
</table>
Knowledge Check
Our contact info

- Office email: oric@emory.edu
- Office Website: https://rcra.emory.edu/oric/index.html

Maria Davila
Email: maria.davila@emory.edu
Phone: 404-712-8676

Margaret Huber
Email: mhuber@emory.edu
Phone: 404-727-2233

Danisha Biossat
Email: danisha.biossat@emory.edu
Phone: 404-251-1216
Thank you!
Any Questions?