



Controlled Substance Use/Storage Letter (Example)



UNIVERSITY OF
NOTRE DAME

AEROSPACE AND MECHANICAL ENGINEERING

365 Fitzpatrick Hall
Notre Dame, Indiana
46556-5637 USA

Telephone (574) 631-5430
Facsimile (574) 631-8341
E-mail amedept@nd.edu
Web site <http://ame.nd.edu>

Scott A. Nowland
1571 E. 85th Ave., Suite 200
Merrillville, IN 46410

January 1, 2015

Dear Mr. Nowland:

This letter is to support my application for a controlled substances (CS) license with the DEA. I have attached a copy of my license issued by the State of Indiana and the requested pages from protocol number 15-001 approved by the Institutional Animal Care and Use Committee (IACUC) at the University of Notre Dame. This protocol is simply for euthanasia of three animals. We expect to purchase (1) 100 ml bottle of Euthesol® (Schedule 2N) to be administered at 0.22 mg/kg for 3 animals at a body weight of 3-4 kg each. Please note that I expect to modify my application within 6-12 months for planned protocol involving live animal experiments and analgesics (Schedule 3).

In regards to security measures, the CS are stored in room 403 of the Freimann Life Science Center (FLSC), where each PI is issued a locked box. Room 403 is locked during non-operational hours. Access into FLSC is limited and controlled with access cards.

The drug inventory is performed by the individual registrant. Minimally, there will be a biennial inventory, however, more frequent intervals may be recommended. The inventory will be witnessed by another registrant and both will sign the log.

Drugs will be ordered by the PI or a designated person. Documentation will be maintained for those select FLSC staff authorized to use my DEA registrant number to make purchase



of CS. It has been arranged through the University Procurement Department to have all CS shipments sent directly to FLSC via an overnight carrier rather than to be delivered to the Central Receiving Warehouse. Documentation will be maintained for those select FLSC staff authorized to receive packages on my behalf. FLSC staff will then call the PI when a package is received. The PI must open the package to ascertain that the contents are correct and logged into their CS inventory. All invoices will be held for a minimum of two years.

The following FLSC staff will have access to administer CS to animals for the approved IACUC protocol:

Name	DOB	Notre Dame ID
John Doe	12/05/1958	123456789
Jane Doe	01/15/1960	000111222
Garfield Cat	02/08/1965	135792468
Santa Clause	03/02/1981	555555555

Finally, I declare that I understand the methods of local recordkeeping and the use of DEA Form 41 for inventory of any drugs surrendered and Form 106 for reporting theft or loss.

Sincerely,
(Signature)
(Name)
(Title)