

# RCO On-Demand Learning

## Controlled Substance DEA Authorized Users Log

MGB Research Compliance





# Completing the DEA Authorized Users Log

- At the time of DEA registration approval, the Authorized Users log should be completed to reflect the Registrant and all Authorized Users included on the Registrant’s application
- Keep this up-to-date **at all times** as the DEA does not require updates to the registration application
- Upon audit, the DEA and DPH will use the log to determine compliance
- Authorized Users should not have access to controlled substances until they have been added to the log

## DEA Authorized Users Log

**Registrant**  
 By signing, below I acknowledge that I have reviewed and understand all the applicable policies, procedures, and regulations related to the procurement, use, and disposal of controlled substances. I agree that it is my responsibility to adhere to these policies and report any instances of drug diversion to appropriate officials at my institution. I understand that I am responsible for the individuals that I include on the access log to [insure](#) their compliance with the applicable policies, procedures, and regulations related to the procurement, use, and disposal of the controlled substances ordered using my registration.

Print Full Name & Title	Signature	Initials	Role	DEA Registration Number	Approval Date
			Registrant		

**Authorized Users**  
 By signing, below I acknowledge that I have reviewed, and I understand all the applicable policies, procedures, and regulations related to the procurement, use, and disposal of controlled substances. I agree that it is my responsibility to adhere to these policies and report any instances of drug diversion to the registrant and appropriate officials at my institution. I understand that failure to follow the proper policies and procedures or report any drug diversion could result in written warning and/or termination of my employment.

Print Name	Signature	Initials	Phone Number	Authorization Duration			
				Start	Registrant Initials	Stop	Registrant Initials





# Completing the DEA Authorized Users Log

- Print the full name and title of the Registrant
- Enter the Registrant’s role
- Enter the DEA Registration number and date registration was approved
- The Registrant will sign and initial in the required fields to indicate acknowledgement

**Registrant**

By signing, below I acknowledge that I have reviewed and understand all the applicable policies, procedures, and regulations related to the procurement, use, and disposal of controlled substances. I agree that it is my responsibility to adhere to these policies and report any instances of drug diversion to appropriate officials at my institution. I understand that I am responsible for the individuals that I include on the access log to insure their compliance with the applicable policies, procedures, and regulations related to the procurement, use, and disposal of the controlled substances ordered using my registration.

Print Full Name & Title	Signature	Initials	Role	DEA Registration Number	Approval Date
<i>John Researcher PhD, Director of the Lab</i>			<i>PI</i>	<i>R10999999</i>	<i>7/31/2024</i>

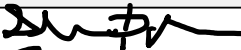

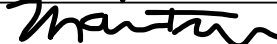



# Completing the DEA Authorized Users Log

- On a separate line, provide information for all Authorized Users, including
  - Print name of user
  - Add phone number of user
  - The Authorized User will sign and initial in the required fields to indicate acknowledgement
  - The Registrant will enter the start date of Authorization and initial to confirm that date

**Authorized Users**

By signing, below I acknowledge that I have reviewed, and I understand all the applicable policies, procedures, and regulations related to the procurement, use, and disposal of controlled substances. I agree that it is my responsibility to adhere to these policies and report any instances of drug diversion to the registrant and appropriate officials at my institution. I understand that failure to follow the proper policies and procedures or report any drug diversion could result in written warning and/or termination of my employment.

Print Name	Signature	Initials	Phone Number	Authorization Duration			
				Start	Registrant Initials	Stop	Registrant Initials
Steve Postdoc		SP	617-555-0000	7/31/2024			
Marie Trainee		MT	617-555-0001	7/31/2024			



# Completing the DEA Authorized Users Log

- Any time there is a change to the Authorized Users on the Registration, the Authorized Users log must be updated
- The DEA does not require updates to the registration application. Updates are made in the DEA Authorized Users Log

### DEA Authorized Users Log

**Registrant**

By signing, below I acknowledge that I have reviewed and understand all the applicable policies, procedures, and regulations related to the procurement, use, and disposal of controlled substances. I agree that it is my responsibility to adhere to these policies and report any instances of drug diversion to appropriate officials at my institution. I understand that I am responsible for the individuals that I include on the access log to [insure](#) their compliance with the applicable policies, procedures, and regulations related to the procurement, use, and disposal of the controlled substances ordered using my registration.

Print Full Name & Title	Signature	Initials	Role	DEA Registration Number	Approval Date
			Registrant		

**Authorized Users**

By signing, below I acknowledge that I have reviewed, and I understand all the applicable policies, procedures, and regulations related to the procurement, use, and disposal of controlled substances. I agree that it is my responsibility to adhere to these policies and report any instances of drug diversion to the registrant and appropriate officials at my institution. I understand that failure to follow the proper policies and procedures or report any drug diversion could result in written warning and/or termination of my employment.

Print Name	Signature	Initials	Phone Number	Authorization Duration			
				Start	Registrant Initials	Stop	Registrant Initials




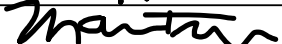


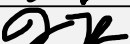


# Completing the DEA Authorized Users Log

- To remove an Authorized User from the DEA Authorized Users log, the Registrant will enter the date authorization ends and initial to confirm that date
  - That user will no longer have access to controlled substances
- To add additional Authorized Users, enter the information as described previously

## Authorized Users

By signing, below I acknowledge that I have reviewed, and I understand all the applicable policies, procedures, and regulations related to the procurement, use, and disposal of controlled substances. I agree that it is my responsibility to adhere to these policies and report any instances of drug diversion to the registrant and appropriate officials at my institution. I understand that failure to follow the proper policies and procedures or report any drug diversion could result in written warning and/or termination of my employment.

Print Name	Signature	Initials	Phone Number	Authorization Duration			
				Start	Registrant Initials	Stop	Registrant Initials
Steve Postdoc		SP	617-555-0000	7/31/2024		7/31/2025	
Marie Trainee		MT	617-555-0001	7/31/2024			
Colin Postdoc		CP	617-555-0000	8/01/2025			





**Mass General Brigham**