



Purchasing Controlled Substances and Prescription Drugs for Research Purposes

General Guidelines

Controlled substances and prescription drugs may be ordered through the University for the following purposes:

- A. For animal care or animal research conducted pursuant to a research protocol approved by the CWRU IACUC; or
- B. For other specified research, such as an in vitro experiment, provided the use is approved in advance by the Department Chair and Research Dean of the school.

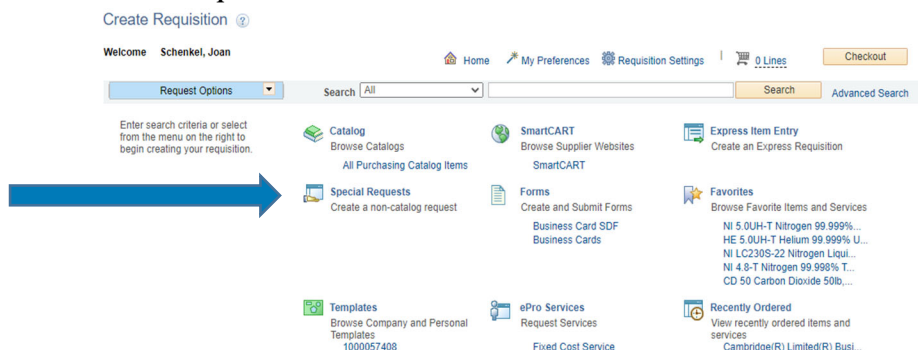
All orders must be made through the University's official e-procurement process. Patterson Veterinary or Covetrus (formerly Butler Schein) are the two approved vendors for the purchase of these items for use with animals.

No controlled substances or prescription drugs may be ordered under a P-card.

Orders for controlled substances and prescription drugs must contain only the controlled substance or prescription drug. The order cannot be combined with any other item.

Ordering procedure for animal care and animal research

- A. Orders for controlled substances and prescription drugs must be entered into PeopleSoft eProcurement as a requisition.



- B. The line-item description must include:
 - a. name of controlled substance/prescription drug; and
 - b. catalog number; and
 - c. formulation (strength of substance), if applicable.



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C. The category must be ARC Controlled/Prescription

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By:

Category	Description	Account	Description
1 ARC RX CONTR SUBST	ARC Controlled/Prescription	531200	Lab Inst & Res Supplies

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category:

*Due Date:

Supplier

Supplier ID:

Supplier Name:

Suggest New Supplier
Suggested Supplier:

D. At Checkout, choose Dr. John Durfee as the ship to address. Dr. Durfee’s CWRUnet is jwd7

E. At Checkout, the approval justification box must include the following information:

- a. Principal Investigator’s name; and
- b. IACUC protocol; and
- c. Name and phone number of person(s) responsible for pick up*
*This individual must be listed on the approved IACUC protocol

Cart Summary: Total Amount 10.00 USD

Expand lines to review shipping and accounting details

Requisition Lines ?

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Isoflurane 250mL Item # 07-890		Patterson Veterinary Supply Inc.	1.0000	Bottle	10.0000	10.00		Add	
Shipping Line			*Ship To	Quantity						
			Address	Price						
			Attention To							
			Due Date							

Shipping Line details:
 *Ship To:
 Address: Biomedical Research Bldg, 2109 Adelbert Road, Cleveland, OH 44106
 Attention To: RB05P/William J Durfee
 Due Date:



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Approval Justification

Enter approval justification for this requisition

PI: Oscar the Grouch, IACUC Protocol #2017-0145, Pick up person: Big Bird | 867-5309, bxb10

Ordering procedure for in vitro experiments and other approved research purposes

Follow steps A → D described above.

- E. At Checkout, the approval justification box must include the following information:
 - a. Principal Investigator’s name; and
 - b. Name and phone number of person(s) responsible for pick up

- F. At Checkout, the approval signed by the Department Chair and Research Dean must be attached in the comments section of the requisition.

Cart Summary: Total Amount 10.00 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Isoflurane 250mL Item #.07-890		Patterson Veterinary Supply Inc	1.0000	Bottle	10.0000	10.00		Add	
	Shipping Line		*Ship To JWD7	Quantity 1.0000		Price 10.0000				
			Address Biomedical Research Bldg. 2109 Adelbert Road Cleveland, OH 44106							
			Attention To RB05P/William J Durfee							
			Due Date							

Approval Justification

Enter approval justification for this requisition

PI: Oscar the Grouch, Pick up person: Big Bird | 867-5309, bxb10

Additional Information

University-approved veterinary vendors may be contacted for pricing and availability prior to placing orders:

Covetrus (formerly Butler Schein)	885.724.3461 ext. 5518
Patterson Veterinary	800.225.7911



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No individual practitioner's DEA number may be used to acquire controlled substances or prescription drugs intended for University research, or other University purposes.

Schedule I controlled substances can be used for authorized research only. Individuals who are requesting Schedule I controlled substances for use other than under an approved IACUC protocol need to schedule an appointment with Colleen Karlo at jck2@case.edu.

Anyone seeking to use controlled substances or prescription drugs for University purposes must comply with other applicable University policies/procedures.