

Non-purchaser Procedures Outline: All OBP Regulated Substances

This procedure applies to any material that requires an Ohio Board of Pharmacies (OBP) License. There is one OBP license for all the materials in Room 15 that supports several DEA registrations along with all other OBP regulated materials). If you need to use DEA regulated controlled substances, you must obtain an individual DEA registration.

1. Find vendor
 - a. Midwest Veterinary Supply, Covetrus, Henry Schein Medical, and Millipore Sigma are currently approved in Buyway, others that supply regulated substances are likely available but if the vendor you would like to use is not in Buyway, Purchasing will need to add them but this will delay acquiring the product).
2. Download or access a copy of the pharmaceutical request form:
https://compliance.miamioh.com/CS/PharmaceuticalsRequest_2018.doc
 - a. Add requester and Item information.
 - b. Please be as specific as possible (reference vendor stock numbers)
3. Send to Jazzminn Hembree (hembrej1@miamioh.edu) or sullivanh@miamioh.edu
4. Billing: Generally, charges will be added to monthly invoicing for the LAR.
5. When material received at LAR:
 - a. It will be added to the inventory records
 - b. When transferred to the researcher, it will be noted in the inventory and the research(s) are responsible for maintaining use and depletion records.

Detailed policy information can be found on the Controlled Substances Page:

<https://compliance.miamioh.com/CS/index.html>