

The purpose of registering with DPS and DEA is to attempt to more effectively control the diversion of controlled substances from legitimate channels and to promote public health and welfare by controlling illegal drug trafficking. The Controlled Substances Registration Program was established as a result of the passage of the Texas Controlled Substances Act in 1973. All services that carry controlled substances must have a Texas DPS and a DEA registration certificate for each station where a unit carrying these medications is based or assigned to. The unit itself is not registered, just the location of it. The following steps are the process to register for the State of Texas controlled substance number, registration for the DEA controlled substance number, ordering controlled substances, disposing of controlled substances, and security of controlled substances. This committee has put together this information for guidelines, however every service should seek guidance from the DEA as to whether their particular process meets the federal law that governs controlled substances.

Step 1

Registration for Texas Department of Public Safety controlled substance number.

- 1) The applicants DSHS providers license number must be current.
- 2) The Medical Director must have his/her own current Texas DPS controlled substance number (this will be required on the application form).
- 3) If you are required to register and need to obtain an application, contact the Controlled Substance program at (512) 424-2188 or by e-mail at tpcsr@txdps.state.tx.us. You will need to provide your name, including degree (i.e., MD, DO, DDS) or business activity, mailing address, and telephone number. A registration fee of \$25 will be required for the initial issuance of the registration and for each subsequent renewal. If you are claiming an exemption from the registration fee, there is a section (Item G on the application form) that must be completed and signed prior to submission of the application.
- 4) Once you have received the application, all sections must be completed. The following is a step by step procedure for filling out the application form:
 - a. Item A- EMS provider's license number issued by DSHS (must be current).
 - b. Item B- DEA number issued to the provider, if any. This will be marked N/A if this is your initial registration (you must have a Texas DPS registration number first to apply for the DEA registration certificate).
 - c. Item C- Medical Directors information. Must have Medical Directors signature.
 - d. Item D- Drug schedules that will be handled.
 - e. Item E- All three questions must be answered
 - f. Item F- Signature of DSHS listed Administrator, date signed, provider's telephone number.

- g. Item G- Must be completed if claiming exemption from registration fee (must be signed by the Administrator superior).
- h. Back of application: you must list all locations where units will be housed.

Mail completed application along with \$25.00 registration fee (unless claiming exemption) to:

Controlled Substances Registration, Texas Department of Public Safety
P.O. Box 15999
Austin, Texas 78761-599

After receipt of application and if all information is correct, a Texas Controlled Substances Registration Certificate will be issued and mailed to the address on the application (unless you have requested all certificates be mailed to a central address I.e. Headquarters, Administrative office, etc).

If there are any changes to the original application form, the provider must fill out and submit a modification form. You can access the modification form by the following steps:

- 1) Go to <http://www.txdps.state.tx.us/csr/> and scroll down to where you see [Click here for Narcotics Regulatory Programs Forms](#). This will bring up a list of forms available; you will select [Modification of Registration under Texas Controlled Substances Act - Practitioners](#).
- 2) Enter the changes on the modification form. This may be a change in Administrator, Medical Director, or if you have received your DEA registration number and need to update the TX DPS registration certificate, etc. The form must be signed by the Administrator listed on the DSHS provider's license.
- 3) You may attach a sheet with a listing of all stations and their DPS registration number if you are updating the DEA registration number along with the modification form.

Step 2

Registration for Drug Enforcement Agency controlled substance number

- 1) The applicant must have a current Texas Department of Public Safety Controlled substance number.
- 2) The medical director needs to go to:
http://www.deadiversion.usdoj.gov/drugreg/reg_apps/onlineforms_new.htm

This site will have the following information listed that is vital to completion of this form. It also gives the applicant an option if they prefer to pay by check or money order, there is a PDF file available for download.

The DEA Forms listed below are for those applying to DEA for a controlled substance registration. Data will be entered through a secure connection to the ODWIF online web application system. Your web browser must support 128-bit encryption. You will need to have the following information handy in order to complete the form:

- Tax ID number and/or Social Security Number
- State Controlled Substance Registration Information
- State Medical License Information
- Credit Card (VISA, MasterCard, Discover or American Express)

The ODWIF system can only process credit card transactions at this time. [If you are paying by check, you will need to use the PDF version of the form, then print and mail the form to the address listed on the form.](#)

- 3) It is important to understand that, even though the medical director that has been hired, has his/her own DEA/DPS number, he/she **MUST** register and obtain a separate DEA number/numbers for the entity. On the form the medical director is filling out, will also have a place to order DEA 222 forms.
 - a. It is also important to remember that the address of the entity must match on the DPS, DEA, EMS licensures as this is where the narcotics will be shipped.
- 4) The address for the DEA Diversion Control Division for Texas is divided by region and location. Go to the following link to find an office closest to you.
http://www.deadiversion.usdoj.gov/offices_n_dirs/fielddiv/

Step 3

Ordering controlled substances

- 1) Upon receipt of the Texas Department of Public Safety Number, and the Drug Enforcement Agency Controlled Substance number, and the new DEA 222 forms with the correct numbers and address then the entity can order controlled substances, but can only the controlled substances that were listed on the DPS and DEA certification.
- 2) The vendor you choose will have a process and need copies of all documentation listed above ie; Texas DPS Controlled Substance # the DEA Controlled Substance #, copy of your medical director's medical license, and a completed DEA 222. This form must be filled out just as the instruction say, the entity must keep the back copy of the DEA 222 and upon arrival of the narcotics complete and keep this form.
- 3) One important point to remember is that narcotics must be logged and recorded by LOT number.

Step 4

Disposal of Controlled Substances can be accomplished by 1 of 2 methods

OPTION 1: *Destruction* - This involves the transport of the DEA Controlled substances to a DEA-approved incinerator. Here, the DEA Controlled substances must be destroyed in the presence of the entity representative, local law enforcement official, the DEA may want to witness the destruction. This process involves the completion of various forms and paperwork including, but not limited to, completing DEA Form 222 (for Schedule I and II) or Form 41 (for Schedule III, IV, V substances) and the DEA may want to witness the destruction.

OPTION 2: *Reverse Distributer* - This options transfers ownership of the DEA controlled substance to a DEA-approved Pharmaceutical Returns Processor for destruction. This process involves the completion of various forms and paperwork including, but not limited to, completing DEA Form 222 (for Schedule I and II) or Form 41 (for Schedule III, IV, V substances). In order to accurately complete these forms, the entity must have the original registration information for each DEA substance. Copies of Form 222 and 41 (other shipping documentation vendor, shipping receipts) must be maintained.

Step 5

Recommendations for security and control are listed below however it is to your entities benefit to call the DEA Agent over your specific area and consult them for final recommendations and procedures.

This is a flow chart of Dr. Miller from the San Antonio region and is added for your consideration.

This is a flow chart is courtesy of Dr. Miller from the San Antonio region and is added for your consideration

