

# Controlled Substance Transfer Form

## CSP OFFICE USE ONLY

**Location: (Check appropriate campus DEA registration)**

- CRC DEA Registration (24 Cummington Street)
- MED DEA Registration (E, L, R, K, M)
- MED DEA Registration (670, W, X)
- Other

**All transfers must meet the following conditions:**

- The substance is listed/approved in the receiving labs IACUC Protocol
- Material is only transferred to an authorized PI
- Appropriate security measures are in place
- A copy of this transfer form is maintained by both labs involved and submitted to the [CSP@bu.edu](mailto:CSP@bu.edu)

**Note: The inventory of both labs must document the transfer in the records of receipt and use section of the logbook.**

Section A and B must be completed by the transferring PI and submitted to the Controlled Substance Officer for review. Within 72 hrs. CSP will contact the transferring PI to surrender the CS to the receiving area. Once verification is complete –CSP will contact the receiving PI by email for pick-up (PI-ONLY) and signature (Section C). Contact CSP if you are unsure of your CSP#.

## SECTION A

### FROM

PI

CSP #

Signature

Date

### TO

PI

CSP #

## SECTION B

Controlled Substance	Schedule	Total Quantity	Lot Number	Comments
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Submit form to [CSP@bu.edu](mailto:CSP@bu.edu) for authorization  
 Phone: 617-638-4510 | Fax: 617-638-8822

**SECTION C: THIS SECTION IS COMPLETED BY THE CSP OFFICE ONLY**

CSO

Date

CSO Signature

Date

**TO** 

PI

CSP #

PI Signature

Date