**Buying Manual** 

Number: 605

Subject: Purchases with Special Procedures Issued: February 9, 2009 Title: Narcotics Revised: September 15, 2023

## **Narcotics**

The procurement of Narcotics requires a license with the New York State Department of Health (NYSDOH) and a registration from the Drug Enforcement Administration (DEA).

## End User/Unit/BSC:

It is the end user's responsibility to obtain a license and registration appropriate for the anticipated use of controlled substances. Usage of another licensee/registrant number for procurement is not allowed. Each requisition for controlled substances (Narcotics) must be accompanied by a properly prepared DEA form (dependent on the drug schedule) signed by the registration holder. If the vendor does not currently have a current copy of the registration and license, then a copy must accompany the requisition. The vendor will not ship the items without a copy of the license and registration on file. Contact Environment, Health and Safety (EHS) before purchasing to assist in procurement of Narcotics. For more information, visit www.health.ny.gov/professionals/narcotic/licensing and certification and www.deadiversion.usdoj.gov/drugreg/index.html.

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