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State of North Dakota
Doug Burgum, Governor

Mark J. Hardy, PharmD
Executive Director

Researchers Requesting DEA registration:

In order to authorize your request for a DEA Registration Number, I will need you to furnish me with the following on letterhead stationary:

1. A copy of your research protocols, including IACUC, IBC, and/or IRB approval, if using human or animal subjects.
2. A list of the controlled substances you will use and the approximate quantities of each you will use on an annual bases and the quantity you plan to have on hand at any one time.
3. The address at which these controlled substances will be stored.
4. The security requirements you will employ for their storage. Both ND and DEA require double locking so you should describe how this will be accomplished.
5. A list of those who will have access to the controlled substances and how the usage will be recorded.
6. A list of your anticipated suppliers – their address and DEA Registration.

Once I am satisfied things are in order, I will write you a letter and copy DEA, which will serve as our approval, should they concur and decide to issue a DEA registration.

The DEA registration will be issued in the name of the actual researcher, or individual who will be responsible for the ordering, use and security of these substances, so please be clear about who that will be.

Sincerely,
/s/Mark J. Hardy, PharmD
Executive Director

MJH/eh