



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### 8.1 - Controlled Substances, Hypodermic Syringes, Needles

**COMMODITY(s):** Controlled Substances, Hypodermic Syringes, Needles

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**DOLLAR LIMITS:** Standard limits for material purchases

- Up to \$9,999: Use best business practice
- \$10,000 to \$49,999: Obtain at least 3 quotes
- \$50,000 or more: Contact Procurement to request sealed bid

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**APPROVALS:** Budget Authority, Environmental Health and Safety, Procurement, Commonwealth of Massachusetts Department of Public Health

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**PROCESS/INFO:** Pursuant to Massachusetts General Laws, Chapter 94C, Section 27, and Commonwealth of Massachusetts Regulation 105 CMR 700, any researcher/instructor who purchases one or more controlled substances as referenced in the law, including, but not necessarily limited to, hypodermic syringes and/or needles or prescription drugs, for any purpose, from any vendor, must be licensed by the Commonwealth of Massachusetts, Department of Public Health.

(Note that, under the law, hypodermic syringes and needles are a Schedule VI Controlled Substance. Note, too, that only state hospitals are exempt from paying the licensing fee.)

If the intended purpose of the purchase does not involve the administration of prescription drugs, the appropriate license is the one entitled, "Application for License to Obtain, Receive or Purchase Hypodermic Syringes, Needles or any Instrument Adapted for the Administration of Controlled Substances by Injection."

If the intended purpose of the purchase involves prescription drugs, no matter how administered, the appropriate license is the one entitled, "Application for Registration under the Controlled Substances Act."

Furthermore, each researcher/instructor who so purchases a controlled substance shall maintain a perpetual inventory, in a bound ledger (not loose leaf), consisting of the purchase order number, the name of the licensed researcher/instructor, the purchase order date, the quantity received, the quantity and date issued, and the intended purpose. The ledger shall be maintained in the departmental office and shall be provided to state inspectors upon request.

\*Individuals who purchase/administer antibiotics and vaccine for use on a farm do not require licensing, unless they also purchase/administer controlled substances in a laboratory environment.



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Blanket Purchase Orders shall not be used to order controlled substances. Only line-item specific purchase orders are appropriate. Each such purchase order shall reference the researcher/instructor's registration number, as issued by the Commonwealth of Massachusetts, Department of Public Health.

Application forms and questions should be referred to, the Division of Food and Drugs, at the address and telephone number listed below.

License fees may be paid out of non-appropriated (non-state) departmental funds. Requests should be addressed as follows:

**Drug Control Program**  
99 Chauncy Street  
Boston, MA 02111  
phone: 617-983-6700  
email: [dcp.dph@state.ma.us](mailto:dcp.dph@state.ma.us)  
website: [www.mass.gov/dph/dcp](http://www.mass.gov/dph/dcp)

Controlled substances shall be kept in a locked, secured location.

The end users shall dispose of all controlled substances in accordance with the policy established for disposal of the particular controlled substance by the Director of Environmental Health & Safety.

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**REQUISITIONS:**

Requisitions for these commodities shall include as an attachment:

- All: Verification of required license
- Up to \$9,999: The applicable quote
- \$10,000 to \$49,999: The 3 quotes obtained for the purchase
- \$50,000 or more: Reference the appropriate bid or contract number

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**COMMON ACCOUNT & COMMODITY CODE(S):**

Account Codes	Commodity Codes	Description
739500	Medical Supplies	Medicines and Pharmaceuticals - Note: Reference the appropriate Mass. Dept. of Public Health License No. on any PO that covers the purchase of a controlled substance.
739600	Lab/Research Supplies	Laboratory Supplies - Glass, syringes, needles, testing materials, protective gear. Use 761250 for outside lab services. Note: Reference the appropriate Mass. Dept. of Public Health License No. on any PO that covers the purchase of a controlled substance.