May 1, 1996

MEMORANDUM

To: Deans of Schools (copies to School Administrators)
   Institute Directors (copies to Institute Administrators)
   Center Directors (copies to Center Administrators)
   Chairpersons, Schools of Medicine, Nursing, and Allied Health Sciences
   (copies to SOM Departmental Administrators)
   Associate and Assistant Vice Presidents, Academic Areas
   Associate and Assistant Deans, Schools of Medicine, Nursing, Allied Health
   Sciences, and Graduate School of Biomedical Sciences
   Faculty, All Schools

From: James F. Arens, M.D.
      Vice President for Clinical Affairs

George M. Bernier, Jr., M.D.
      Vice President for Academic Affairs and
      Dean of Medicine

Re: Controlled Items: Precursor Chemical & Laboratory Apparatus

In October 1995, a memorandum of understanding (MOU) was issued jointly by the Texas Higher Education Coordinating Board and the Texas Department of Public Safety to comply with a statutory requirement to implement and maintain a program for reporting information concerning controlled substances, controlled substance analogues, chemical precursors and chemical laboratory apparatus used in educational or research activities of institutions of higher education.

To implement this policy, individual faculty members (research and clinical laboratories) are required to maintain records of purchase of the items from a list of precursor chemicals and laboratory apparatus (see attachment A). A suggested way to accomplish this is to perform a screen print of the purchase requisition. Highlight any controlled items on the requisition and maintain in a file for future DPS audit. In addition, the Purchasing Department has assigned an attribute code of "Q" to be placed (or selected from the menu) in the field called "PURCHASE TYPE" on purchase requisitions for ease of identifying the controlled items. The use of this identifying code is required (not optional).
Sale, furnishing or transfer of controlled items off campus is strictly prohibited unless the recipient holds a DPS permit, waiver or is exempt (contact OEHS prior to off campus transactions). In addition, off campus transactions require the completion of DPS Form Nar-22 (see attachment B). Although sale, furnishing or transfer of any of the controlled items can be performed internally without documentation, it is recommended should any future questions arise.

The MOU requires that any laboratory that discovers a readily unacceptable discrepancy, loss, pilferage or theft of a controlled item is responsible for submitting a written report of the incident to the University Police no later than 5 business days after the day of discovery.

Department chairmen are responsible for instituting departmental procedures for ensuring the security of controlled items. University Policy may be contacted for assistance regarding this matter.

Researchers are also reminded that they are not exempt from annual registration with the Federal Drug Enforcement Agency under the Federal Controlled Substances Act for the purchase and possession of controlled substances and controlled substance analogues. Registration applications may be obtained from the regional DEA office and must be submitted to Washington, D.C. Processing takes about 8 weeks. The address of the closest regional office is:

DEA Diversion Group (Registrations)
333 West Loop North, Suite 300
Houston, TX 77024-7707
(713) 613-7661

/bs
Attachments (2)

xc: Managers, Office of the Vice President for Academic Affairs/Dean of Medicine
Attachment “A”

Precursor Chemicals

1. Methylamine
2. Ethylamine
3. D-lysergic acid
4. Ergotamine tartrate
5. Diethyl malonate
6. Malonic acid
7. Ethyl malonate
8. Barbituric acid
9. Piperidine
10. N-acetylanthranilic
11. Pyrrolidine
12. Phenylacetic acid
13. Anthranilic acid
14. REMOVED FROM LIST
15. Ephedrine
16. Pseudoephedrine
17. Norpseudoephedrine
18. Phenylpropanolamine
19. Hypophosphorus acid
20. Red Phosphorus

Laboratory Apparatus

A. Condensers
B. Distilling apparatus
C. Vacuum dryers
D. Three-necked flasks
E. Distilling flasks
F. Tableting machines
G. Encapsulating machines
H. Filter funnels, Buchner funnels, and separatory funnels
I. Erlenmeyer flask, two-necked flasks, single neck flasks, round bottom flasks, thermometer flasks, and filtering flasks
J. Soxhlet extractors
K. Transformers
L. Flask heaters
M. Heating mantles
N. Adapter tubes
TEXAS DEPARTMENT OF PUBLIC SAFETY
NARCOTICS SERVICE

Application for Precursor Chemical/Laboratory Apparatus One-Time Permit

Check One:  ____ Purchase  ____ Sell  ____ Transfer  ____

Name: ____________________________________________
  (Last)  (First)  (Middle)

Address: ____________________________________________
  (Street)  (Apt.)  (City)  (State)  (Zip)

NOTE: P. O. Box is not acceptable

Telephone #: __________________________ Email address: __________________________

Driver License #: __________________________ or Texas ID Card #: __________________________

Date of Birth: __________________________ Social Security #: (Optional) __________________________

Height: _______ Weight _______ Color of eyes _______ Color of hair _______

1. Has applicant ever been arrested, charged, placed on probation or convicted of an
   offense involving either the use, sale, possession, transport, cultivation, or manufacture of a
   controlled substance or dangerous drug?  ____ Yes  ____ No

2. Has the applicant been convicted of a felony:  ____ Yes  ____ No

If answer to either questions above is “Yes,” provide name, date-of-birth, date-of-incident, and
details: __________________________________________

_________________________________________________

_________________________________________________

_________________________________________________

NAR-120

(10/05/06)
Indicate the quantity of chemicals and/or number and type of chemical laboratory apparatus desired for purchase, sale or transfer:

<table>
<thead>
<tr>
<th>PRECURSOR CHEMICALS</th>
<th>APPARATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Ephedrine.</td>
<td></td>
</tr>
<tr>
<td>17. Norpseudoephedrine.</td>
<td></td>
</tr>
<tr>
<td>18. Phenylpropanolamine.</td>
<td></td>
</tr>
</tbody>
</table>

Complete description of how requested controlled items will to be used if request is for purchase:

Under penalties of law, I declare that all statements made in this application are true, correct, and complete. I also understand that any false statements may result in permit denial or criminal prosecution.

Signature: ___________________________ Date: ____________

Mail to: Narcotics Service – PC/LA Section MSC-0433
Department of Public Safety
P. O. Box 4087
Austin, Texas 78773-0433

STATE GOVERNMENT PRIVACY POLICY, Sec. 559.003. RIGHT TO NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES. 1) with few exceptions, an individual is entitled to be informed about information that a state governmental body collects about an individual; 2) an individual is entitled to receive and review the information, and 3) an individual is entitled to have the state governmental body correct information about the individual that is incorrect.

NAR-120

(10/05/06)