

UNIVERSITY OF PITTSBURGH OFFICE OF HUMAN RESOURCES

PROCEDURE FOR APPROVAL OF ACCESS TO SUBSTANCES REGULATED BY THE DRUG ENFORCEMENT ADMINISTRATION OF THE U.S.A.

Pursuant to the University of Pittsburgh Policies and Procedures for Ordering and Use of Prescription Drugs and Devices and Controlled Substances for Non-Clinical Laboratory Research, the University's Office of Human Resources shall administer completion of the Screening Certification as required by the Drug Enforcement Administration (DEA) as set forth below.

1. Any person who will have access to controlled substances as a result of his or her status as an employee or agent of a DEA Registrant at the University of Pittsburgh must complete a Screening Certification.
2. Copies of the Screening Certification form (attached hereto) shall be provided to DEA Registrants upon request and shall be available for download from the following website: <http://www.hr.pitt.edu/forms.htm>
3. The individual completing the Screening Certification must answer all three questions on the Screening Certification and, as necessary, provide further details. The individual and the appropriate DEA Registrant must sign and date the Screening Certification and designate his/her University Department.
4. The individual will be required to complete additional confidential paperwork at the Office of Human Resources with respect to a criminal history check to be conducted by the University's contractor (at the expense of the DEA Registrant's Department). Therefore, the individual must bring the signed original Screening Certification to the Employee Relations Section of the Office of Human Resources, 5th Floor of Craig Hall, 200 S. Craig Street, Pittsburgh, PA 15260 between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday and complete the required confidential forms.
5. Based upon the information provided by the individual on the Screening Certification, the Office of Human Resources shall make a preliminary recommendation to the DEA Registrant with respect to access to controlled substances and shall provide a copy of the Screening Certification to the DEA Registrant. The ability of any individual who responds affirmatively to a question on the Screening Certification to have access to controlled substances or confidential controlled substance information shall be subject to approval of a Waiver Request by the DEA and any other requirements of the University.
6. The Office of Human Resources shall administer a criminal history background check on the individual through the University's contractor. Individuals who are otherwise approved for access shall be permitted such access pending the results of the criminal history check. Upon receiving the results of the criminal history check, if there is no criminal history or the history otherwise matches the information provided by the individual on the Screening Certification, the Office of Human Resources shall inform the individual and the DEA Registrant of the results of the check.
7. If the results of the criminal history check indicate that there is a criminal history that does not match the information provided on the Screening Certification, the Office of Human Resources shall consult with the DEA Registrant with respect to the individual's continued ability to have access to controlled substances or confidential controlled substance information, as well as any employment status issues that may exist in connection with the results of the check.
8. The Office of Human Resources shall maintain hard copy records of all Screening Certifications and criminal history information by individual, and shall appropriately maintain the confidentiality of these records.

**QUESTIONNAIRE FOR EMPLOYEES OR STUDENTS WHO WILL HAVE ACCESS TO SUBSTANCES
REGULATED BY THE DRUG ENFORCEMENT ADMINISTRATION OF THE UNITED STATES OF
AMERICA**

UNIVERSITY OF PITTSBURGH

The Drug Enforcement Administration (DEA) requires that any person who will have access to controlled substances as a result of his or her status as an employee or agent of a DEA registrant at the University of Pittsburgh answer the following questions. Your answers to these questions may affect your job duties or job status. Any false information or omission of information will subject you to severe disciplinary action, up to and including termination of employment. Information revealed by this questionnaire will not necessarily preclude employment or educational status, but will be considered as part of an overall evaluation of your qualifications. The responses on this questionnaire will be held in confidence and privacy rights will be protected. The University of Pittsburgh maintains fair employment practices and is an equal opportunity employer.

1. In the past five years, have you been convicted of a felony, or within the past two years, of any misdemeanor or are you presently formally charged with committing a criminal offense? (Do not include any traffic violations, juvenile offenses or military convictions, except by general court-martial). If the answer is yes, furnish details of conviction, offense, location, date and sentence.

Yes ___ No ___

2. In the past three years, have you ever knowingly used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician? If the answer is yes, furnish details.

Yes ___ No ___

3. Have you ever been denied a DEA Registration, had a DEA Registration revoked, or surrendered a DEA Registration for cause? If the answer is yes, furnish details.

Yes___ No___

By signing below you authorize the University of Pittsburgh to make inquiries of courts and law enforcement agencies with respect to possible pending charges or convictions.

Signature

Name (Print)

Signature (DEA Registrant)

Name (Print)

Date

Department (Print)

(10/7/2010)