LUC faculty, staff, or student submits registration request via CAP system

Application received by Office of Research Services (ORS)

ORS contacts applicant for resolution

Any issues/problems with the request?

Yes

CAP sends go-ahead to applicant

Applicant registers with IDFPR and receives certificate of registration (process takes 2 months and typically involves site visit for Schedules I/II); applicant uploads copy of certificate to CAP

No
Registrant completes/submits purchase order request in CAP

CAP sends request to Purchasing, with copy of DEA Form 222 if order is for Schedule I or II drugs

Purchasing places order on behalf of registrant

Registrant receives drugs, stores them securely, and updates CAP

Registrant (formerly called the applicant) uploads copy of DEA registration to CAP

Applicant may then register with DEA (process takes at least another 1.5 months; longer for Schedule I)
Registrant does initial and biennial inventories (subject to audit by ORS), and updates CAP as needed

Final disposition?

- Expired/no longer needed: registrant contacts ORS
- Used up: registrant contacts DEA, IDFPR, and Department of Campus Safety; updates CAP
- Lost or stolen: ORS refers to Environmental Services (ES); ES contacts Reverse Distributor for removal and notifies ORS; ORS updates CAP

Registrant does initial and biennial inventories (subject to audit by ORS), and updates CAP as needed