See Also: LOM 7002.52

ACTION BY:	***ACTION:***
Laboratory Director (LD)	1. **Receives** written request to supply a drug reference material. 2. **Forwards** request to the reference materials monitor. OR If the request was from an organization outside the receiving laboratory's jurisdiction, **forwards** the request to the appropriate laboratory.
Reference Materials Monitor	3. **Verifies** the intended recipient has a current DEA registration (DEA-223) and provides a service to a law enforcement agency in accordance with 21 CFR 1301.24. 4. **Reviews** the DEA-222, order form for Schedule I and II Substances. 5. **Confirms** the availability of the reference material. 5a. If the regional laboratory cannot fulfill the request, **endorses** the form on the reverse side with the following statement: "This form has been sent for filling to a laboratory having a sufficient supply of material" and **forwards** the request to the Special Testing and Research Laboratory. OR 5b. **Returns** the form to the requestor with directions to list the unfilled items on another DEA-222 and re-submit once the reference material becomes available. 6. **Provides** an amount of material not exceeding 20 milligrams. NOTE: The LD may authorize in writing the release of greater amounts in rare instances. 7. **Sends** reference materials by commercial carrier whose operations allow for precise point-to-point traceability (e.g., registered mail with return receipt, etc.). End of Document

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