

Applying for a State of Michigan Controlled Substance License

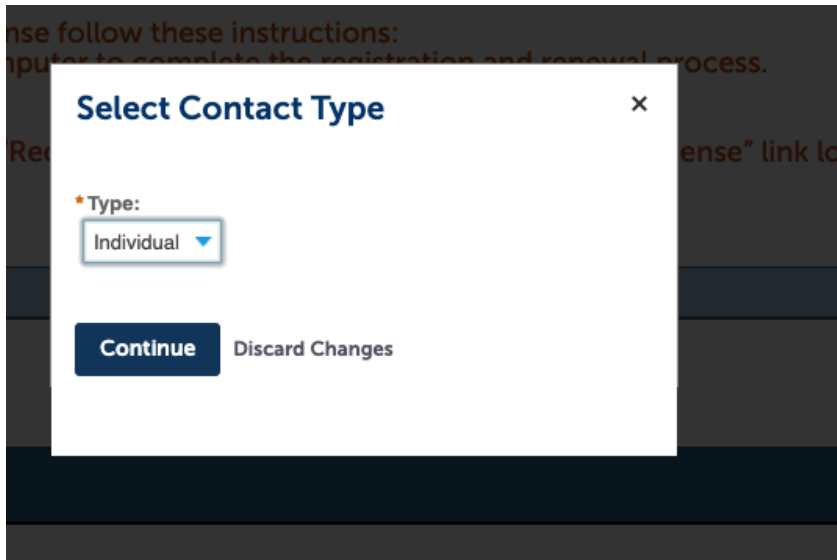
Register for an account

If this is the first time you are using the State of Michigan (SOM) MiPlus system, you will have to register for a new, [online](#) account.

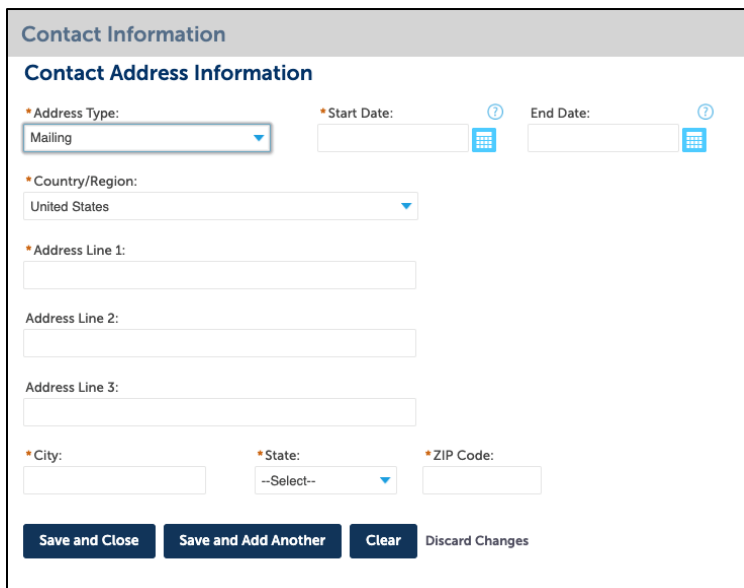
Link: [Instructions from the SOM](#)

Important reminders:

1. Register as an *individual*



2. You can now enter your *mailing* address (as separate from your drug storage address).



Apply for your license

Link: [Generic instructions from the SOM](#)

Important reminders:

1. You will need to choose the type of license application you want. Choose:

Select a License Type

First select the category of license you are applying for, then choose one of the listed available below, visit our website for instructions on how to apply.

Michigan.gov

- ▶ Applied Behavior Analysis
- ▶ Barbers
- ▼ Controlled Substance
 - Controlled Substance Animal Euthanasia Application
 - Controlled Substance Animal Sedation Application
 - Controlled Substance Lab Application
- ▶ Cosmetology
- ▶ Dentistry
- ▶ License Link

2. You will then choose what *type* of controlled substance research license you need. This depends on which drugs you plan to use and for what research purpose:

Step 2: Application Information > License Type

License Type

License Type

* License Type:

--Select--
 Analytical Laboratory
 Schedule 1 Research Laboratory
 Schedule 2-5 Research Laboratory

[Save and resume later](#)

Example:

- **Analytical Laboratory**-Can use schedule 1-5 controlled drugs. Cannot administer to animals or humans.
- **Schedule I Research Laboratory**-Can use schedule 1 drugs only. May administer to animals and/or humans.
- **Schedule 2-5 Research Laboratory**-Can use schedule 2-5 drugs only. May administer to animals and/or use in vitro.

3. In the attachment section (see below) you will need to attach, *as separate documents*, the following information:

Attachments

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Drug Storage and Security Procedures, List and Doses of Drugs Used, Staff List, Credential to Conduct Research or Instructional Activity (CV/Resume), Research Protocol and Description of the Proposed Research

Name	Type	Size	Latest Update	Action
No records found.				

Add
Continue Application »

Save and resume later

(Use these as examples and tailor the information to your own laboratory)

○ **Drug Storage and Security Procedures:**

(i.e., type of storage, where CS will be stored, if lab doors will be locked, etc.)

Controlled substances will be stored in room 1234 of Elliman Building. The controlled substances will be stored separately from all other drugs and materials in a combination safe bolted to the wall. The door to room 1234 and the door to the outer laboratory area are locked after-hours and when unattended. The WSU Police and Campus Safety are available 24/7 and are routinely in the area.

The controlled substances will only be handled by authorized personnel and taken out of the safe when they are needed for an experiment/procedure. All required invoices, inventories, use logs, disposal forms, etc. will be filed to maintain proper chain of custody.

○ **List and Doses of Drugs Used:**

(Name and concentration, type of container and size, # needed/year, patient dose, patient type and how many/year):

1. Ketamine 100 mg/ml, 5 ml vial, x5 vials/year, 0.05mg/kg, 100 mice/year
2. Pentobarbital 360 mg/ml, 250 ml vial, x1 vial/year, 0.5mg/kg, 100 mice/year

○ **Staff List:**

(Name, title)

1. Dr. Meredith Grey, General Surgery Resident
2. Jon Snow, Night Watch Lab Technician
3. Dr. Indiana Jones, Field Researcher

- **Protocol of the Proposed Research:**
Include a summary of the protocol, describing the research you will be conducting (in layman's terms) and why you need controlled substances. *Tip:* If controlled drugs are needed for an animal protocol, you can use the summary under 'Purpose and Value' on your IACUC-approved animal research protocol. Do not include any proprietary information.

- **CV:**
Include it as a separate document.