

**SCREENING CERTIFICATION TO ADD AN AUTHORIZED USER
TO A DEA CONTROLLED SUBSTANCES REGISTRATION:**

UNIVERSITY OF COLORADO BOULDER

Pursuant to the University of Colorado Boulder Policies and Procedures for Ordering and Use of Controlled Substances for Non-Clinical Laboratory research, the University requires the completion of this Screening Certification as required by the Drug Enforcement Administration (DEA).

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 Colorado Boulder must complete a Screening Certification to be designated an Authorized User (see below).
2. Copies of the Screening Certification form shall be provided to DEA Registrants upon request.
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 Department affiliation.
4. Based upon the information provided by the individual on the Screening Certification and whether the individual completed a criminal background check as part of gaining employment with the University of Colorado Boulder, a preliminary evaluation will be determined with respect to access to controlled substances.
5. As part of the University of Colorado Background Check Policy, new CU employees must pass a criminal background check prior to beginning employment. Additionally, all current employees are required to self-disclose post-employment criminal Convictions or felony charges filed against them that occur on or after the Effective Date of this Policy within three business days of the Conviction or felony charge to the Human Resources Background Check Coordinator. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Hiring Authorities notified of a post-employment Conviction or felony charge have an obligation to report the information to the Human Resources Background Check Coordinator. Hiring Authorities failing to report the information may be subject to disciplinary action, up to and including termination.
6. Hard copy records of Screening Certifications shall be appropriately maintained with confidentiality as required by the University. Keep these questionnaires on file at the registered location.
7. If the any of the questions is “yes”, the person should not be designated an Authorized User prior to contacting the Office of Research Security and Integrity.

**QUESTIONNAIRE FOR AUTHORIZED USERS WHO WILL HAVE ACCESS TO SUBSTANCES
REGULATED BY THE UNITED STATES DRUG ENFORCEMENT ADMINISTRATION**

UNIVERSITY OF COLORADO BOULDER

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 Colorado Boulder answer the following questions prior to being designated as an Authorized User. Your answers to these questions may affect your job duties or job status. Any false information or omission of information will subject you to 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 Colorado 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 assure that the information provided is accurate and authorize the University of Colorado to make inquiries of courts and law enforcement agencies with respect to possible pending charges or convictions. Any false information or omission of information will jeopardize your position with respect to employment. Information furnished or recovered as a result of any inquiry will not necessarily preclude employment, but will be considered as part of an overall evaluation of the person's qualifications. The maintaining of fair employment practices, the protection of the person's right of privacy, and the assurance that the results of such inquiries will be treated by the employer in confidence.

Signature (Employee/Student-Authorized User)

Name (Print)

Signature (DEA Registrant)

Name (Print)

Date

Department (Print)