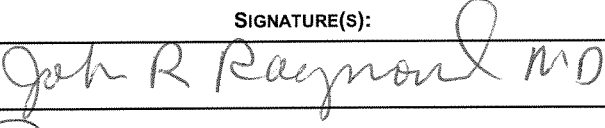
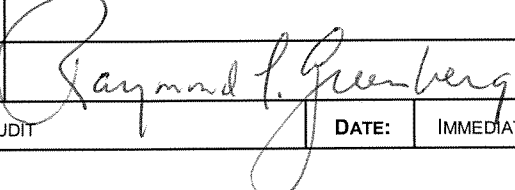


**MEDICAL UNIVERSITY OF SOUTH CAROLINA
OFFICE OF THE PRESIDENT
POLICY MEMORANDUM**

		MEMORANDUM ID:	OP-2004-001-DEA
TITLE:	EXEMPTION OF FEES FOR DEA REGISTRATIONS		
ORIGINATOR	RAYMOND S. GREENBERG, M.D., PH.D.	DATE:	
REVIEWED/APPROVED:	DATE:	SIGNATURE(S):	
ACADEMIC DEANS	OCTOBER 4, 2004		
PRESIDENT'S COUNCIL	OCTOBER 20, 2004		
PRESIDENT	NOVEMBER 4, 2004		
IMPLEMENTATION:	MUSC OFFICE OF INTERNAL AUDIT		
DISTRIBUTION:	UNIVERSITY-WIDE		

RATIONALE:

Federal regulation allows for the exemption of DEA Registration fees for employees of State agencies. This policy addresses new and renewal applications for individual practitioner's DEA registrations where the practitioner "... is required to obtain an individual registration in order to carry out his or her duties as an official...of any State, or any political subdivision or agency thereof" (i.e., an MUSC employee).

POLICY:

21CFR §1301.21 Exemption from fees.

*(a) The Administrator shall exempt from payment of an application fee for registration or reregistration: (1) Any hospital or other institution which is operated by an agency of the United States (including the U.S. Army, Navy, Marine Corps., Air Force, and Coast Guard), of any State, or any political subdivision or agency thereof. (2) Any individual practitioner who is required to obtain an individual registration in order to carry out his or her duties as an official of an agency of the United States (including the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard), of any State, or any political subdivision or agency thereof. (b) In order to claim **exemption** from payment of a registration or reregistration application fee, the registrant shall have completed the certification on the appropriate application form, wherein the registrant's superior (if the registrant is an individual) or officer (if the registrant is an agency) certifies to the status and address of the registrant and to the authority of the registrant to acquire, possess, or handle controlled substances. (c) **Exemption** from payment of a registration or reregistration application fee does not relieve the registrant of any other requirements or duties prescribed by law.*

GUIDELINES:

Therefore, in accordance with the applicable regulation, the Internal Audit Department is the designated office that will verify the employment status of the registrant and complete the certification for fee exemption. Certification for fee exemption by any other means is not allowed. This policy extends to all MUSC employees who are required to possess a DEA registration to acquire, possess, or handle controlled substances.

POLICY NAME:	EXEMPTION OF FEES FOR DEA REGISTRATIONS	
MEMORANDUM ID:	OP-2004-001-DEA	PAGE 2 OF 2

To obtain exemption, the registrant will complete the required application form (for new registrations – DEA Form 224; for renewals of existing registrations – DEA Form 224a).

The completed application form and mailing envelope should be forwarded to:

**MUSC Internal Audit Department
166 Ashley Avenue
PO Box 250206**

DISTRIBUTION:

Internal Audit will verify the individual's employment with the State of South Carolina, complete the fee exemption portion of the application, and mail the completed registration in the envelope that is provided.

For guidance on obtaining or maintaining a **research registration** at MUSC, see http://research.musc.edu/compliance/reg_inf.pdf.