

DEA 222 Form Instructions for Schedule I & II Substances



Checklist for Completing the Single-Sheet Form 222

COMPLETE REQUIRED SECTIONS #1-6:

1. Supplier Information:

Cayman Chemical Company
1180 E. Ellsworth Rd.
Ann Arbor, MI 48108

2. Order Details:

- **Number of Packages:** The quantity of the item being ordered (e.g., 1).
- **Package Size:** The size of the item being ordered (e.g., 5 mg).
- **Name of Item:** The name of the drug being ordered. (Please use the name listed on the Cayman website at www.caymanchem.com).
- **ONLY Schedules I & II should be on the form:** Schedules III, IV, & V require a DEA license only and should not be included.

3. Last Line Completed: The line number that contains the LAST drug you are ordering. Do NOT skip any lines when completing the form and use only one line per item. This field MUST be filled in. If this is left blank or incorrect, the form will be returned to you for replacement.

4. Printed Name, Title, and Signature of Requesting Official: You MUST sign this form and print your name and title.

5. Date: Date of form submission.

6. Purchaser Information: The preprinted address must match your DEA Registration Certificate. Shipments will be sent to the registered address only.

7. Number of Items and Date Received: Please leave blank on the original form being submitted to Cayman. Once the order is received, complete the number of items and date they were received on your photocopy. You must retain a copy of this form for your records and auditing purposes. You may also complete the National Drug Code (NDC) found on the product label(s).

The image shows a sample of the DEA Form 222. It is a single-sheet form with various sections. Numbered callouts indicate the following sections: 1. Supplier Information (top right), 2. Order Details (middle left), 3. Last Line Completed (bottom left), 4. Printed Name, Title, and Signature of Requesting Official (middle left), 5. Date (middle left), 6. Purchaser Information (top left), and 7. Number of Items and Date Received (bottom left). The form includes a table for item details with columns for item number, name, quantity, and date received. A large 'SAMPLE FORM' watermark is overlaid on the form.

MAKE A COPY OF THE ORDER FORM FOR YOUR RECORDS AND MAIL THE ORIGINAL TO:

Cayman Chemical Company
ATTN: Customer Service - DEA
1180 E. Ellsworth Rd.
Ann Arbor, MI 48108

Please include a copy of the
confirmation email from customer
service with your completed form.

**CAYMAN CAN ONLY ACCEPT THE ORIGINAL ORDER FORM.
FORMS SUBMITTED WITH INCORRECT OR BLANK SECTIONS WILL BE RETURNED.**