



University of California, Merced
5200 N. Lake Road
Merced, CA 95343

August 17, 2021

CONTROLLED SUBSTANCE PROGRAM MATERIEL MANAGER – TODD KNITTEL

RE: Delegation of Authority – Authority as Materiel Manager for Procuring Controlled Substances and Listed and Precursor Chemicals in accordance with the UC Merced Controlled Substance Program (Policy BFB-BUS-50)

In accordance with University of California Policy, BFB-BUS-50, Controlled Substances, Chancellors are responsible for providing resources to effectively administer a Controlled Substances Program and for delegating authority, in writing, to a Responsible Official to establish and oversee the program in accordance with policy and associated regulations. The Responsible Official must report directly to the Chancellor. In UC Merced Delegation of Authority 158 (UCM DA 158) dated August 28, 2018, Chancellor designated Vice Chancellor for Research as Responsible Official for BFB-BUS-50. The authority **may not be re-delegated**, however, the Responsible Official may designate, in writing one or more individuals to implement and manage the program to meet federal, state and policy requirements.

Effective immediately as Vice Chancellor for Research and pursuant to the authority delegated to me from the Chancellor, I designate you as the Materiel Manager for our Controlled Substance Program with the following authority:

- Procurement of Controlled Substances, Listed and Precursor chemicals for authorized University activities in compliance with DEA registrations, the Controlled Substance Program, and University policies.
- A separate Power of Attorney will be provided to you as a designee to purchase controlled substances, including signing official DEA forms when necessary. It is **not your responsibility** to obtain and maintain appropriate types of DEA Controlled Substance Registrations, sign official DEA registrations and forms, or execute order forms for purchasing controlled substances as these are the responsibility of the Controlled Substance Program Administrator Designee in EH&S.
- Source of authority: Policy BFB-BUS-50 and UC Merced DA 158.

This delegation is subject to all other University and Merced campus policies and procedures. Exercise of this authority shall be subject to the conditions set forth in the University of California, Policy BFB-BUS-50 Controlled Substances.

This authority **may not be further re-delegated** by you.

Sincerely,

Marjorie Zatz
Vice Chancellor for Research

cc: Controlled Substances Program Administrator, Mal Donohue
Controlled Substances Program Materiel Manager, Todd Knittel
Associate Vice Chancellor ORED, Leslie Teixeira
Director of Operations, ORED, John Jackson
Director of Environmental Health and Safety, Mal Donohue
Director of Ethics and Compliance, Viola Kinsman