

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT**  
**NARCOTICS ENFORCEMENT DIVISION**  
**DIVERSION BRANCH**  
**REGISTRATION SECTION**  
**FUNCTIONAL STATEMENT**  
**PRESENT**

Under the general supervision of the head of the Diversion Branch of the Narcotics Enforcement Division, Department of Public Safety, the Registration Section is responsible for the registration and recordation of all individuals and agencies authorized to handle in any manner any controlled substance or regulated chemicals delineated under Chapter 329, HRS. To carry out its responsibilities, the Section:

1. Maintains files and record systems relating to the general office functions; the receipt, registration, and collection of applications for controlled substance registrations; the receipt, issuance and collection of applications for regulated chemical permits and the receipt.
2. Maintains files and issues oral code numbers to all practitioners in the State who possess a state license number. Verifies with pharmacies whether practitioners are authorized to handle controlled substances in the State of Hawaii and verifies practitioner's oral code numbers.
3. Gathers data and keeps statistics of controlled substance registrants, which includes medical doctors, dentists, veterinarians, podiatrists, osteopaths, physician assistants, manufacturers, wholesalers, distributors, pharmacies, researchers and laboratories for the State of Hawaii.
4. Compiles and mails applicant renewal notices; composes and prepares special notices and letters to be sent to registrants, and types other reports as requested.
5. Maintains computerized information on case investigations, suspect identification files, registrants, permit holders, medical use of marijuana patients and caregivers, and records system.
6. Works directly with the U.S. Department of Justice, Drug Enforcement Administration in verifying if a practitioner is authorized to apply for a federal controlled substance number in the State of Hawaii.
7. Assists wholesalers, retailers, hospitals/clinics, and pharmacies in verifying if individual practitioners are authorized to handle controlled substances in accordance with state laws.
8. Answers questions and disseminates information to the public and registrants relating to oral codes, controlled substance registrations, and regulated chemical permits.
9. Works with the Diversion Branch Investigators in referring all pre-registration inspections of all individuals or agencies applying to handle controlled substance or regulated chemicals permitted under the provisions of Chapter 329, HRS.
10. Receives and records all controlled substance disposal packages mailed to the Division from registrants that are old, outdated, contaminated or unfit for human consumption under provisions of Chapter 329, HRS, Chapter 200-20 Hawaii Administrative Rules

Title 23, relating to Procedures for Disposal of Controlled Substances, and Title 21, Part 1307.22 of the Code of Federal Regulations.

11. Maintains records, reports and statistical information that reflect the effectiveness of the Section's activities.
12. Cooperates with Federal, State, and County agencies in matters relating to the control of any substances as delineated under Chapter 329 or any other matter of a mutual concern.
13. Communicates to the head of the Diversion Branch on a current basis, the Section's progress, problems, and accomplishments.
14. Submits budget requests for resources in order to keep operations of the Section's program activities on a level that fulfills its responsibilities.
15. Submits suggestions, recommendations, or drafts for bills that amend, repeal, or otherwise alter statutes relating to substances, under Chapter 329, HRS.
16. Performs such other duties as may be required by the Administrator.