



448 West Fork Drive • Arlington, Texas 76012

DEA List I Chemicals Order Acceptance Policy

The following outlines the Ricca Chemical Company policy for accepting orders for DEA List I chemicals.

- Ricca Chemical Company will ship DEA List I chemicals to distribution centers
 - Distribution Center must have DEA Registration on file
- Ricca Chemical Company will drop ship to end users
 - End user must provide an intended use letter
 - Ricca Chemical Company will not drop ship to a residential address
- Orders may be received via fax
 - Must be received on company letterhead
 - Person placing the order must be on their company's authorized signature list
- Orders may be received via e-mail
 - Must be received via company e-mail address
 - Person placing the order must be on their company's authorized signature list
- Orders may be received via EDI
 - Must have an electronic signature account on file
- Orders may **NOT** be received by phone
 - Orders for DEA List I items will not be accepted over the phone
- Customer placing the order must have an active DEA List I registration on file at Ricca Chemical Company if the product is ordered for resale
 - The Purchase Order must have the signature of the authorized Purchasing Agent
 - The authorized Company Purchasing Agent or representative must have a signature on file at Ricca Chemical Company
 - The authorized Purchasing Agent or representative signature(s) will be updated on an annual basis