**Bureau of Substance Addiction Services (BSAS)**

**Community Opioid Treatment Programs (OTP) & Federally Certified OTP Withdrawal Management Service (WMS) New Applicant Licensing Workflow**

DEA registration(s) issued if inspection satisfactory and once MCSR, BSAS license, and CSAT approval is received.

BSAS Inspection

MCSR, DEA, & SAMHSA/CSAT

received by BSAS

Licensing inspector reviews

application, provides technical assistance,

& schedules inspection

If application requirements fulfilled & inspection satisfactory, license is conditionally approved

Applicant submits BSAS OTP or ATS

Applicant should start all applications simultaneously.

Timelines for each agency will differ.

**BSAS**

license application

BSAS issues final approval, program may begin operating

Applicant submits DEA application

**DEA**

Applicant submits DCP MCSR

**DCP**

application

DCP & DEA

coordinate joint inspection

DCP issues MCSR registration(s) if inspection satisfactory

Applicant sends copies of

DEA & MCSR

If application requirements fulfilled and inspection satisfactory, license is conditionally approved

registrations to BSAS Licensing Inspector

Applicant Submits SAMHSA/CSAT

**SAMHSA/CSAT**

OTP certification application

SAMHSA/CSAT OTP

Provisional Certification issued if BSAS &

DEA approve

Applicant sends copy of SAMHSA/CSAT

Certification to BSAS Licensing Inspector

Helpful Information & Links

# Bureau of Substance Addiction Services (BSAS) Opioid Treatment Program & Acute Treatment Services

* Opioid Treatment Programs (OTP) are subject to all BSAS licensure requirements in 105 CMR 164 and all applicable federal laws
* For BSAS licensure regulations visit:

<https://www.mass.gov/doc/105-cmr-164-licensure-of-substance-abuse-treatment-programs/download>

* Prior to submitting an application for licensure the organization must pass Suitability per 105 CMR 164.010
* For more information visit:

<https://www.mass.gov/service-details/information-for-licensed-substance-use-disorder-treatment-programs>

# Drug Enforcement Administration (DEA) Narcotic Treatment Clinic

Application: <https://www.deadiversion.usdoj.gov/drugreg/index.html>

* Recommended to submit DEA application before the DCP application
* Use form 363 Narcotic Treatment Clinics
* For BSAS license number (if not provided tentatively yet), enter #0000 to be able to proceed
* For the MCSR license number (if not provided tentatively yet), enter #0000 to be able to proceed
* For expiration dates, enter the last date of the current year (ie 12/31/2020)
* A reference number will be created for this application, add this number in a cover letter to DCP
* Make sure the full address and program name matches what was used on BSAS license application

# Drug Control Program (DCP) Massachusetts Controlled Substance Registration (MCSR)

Application: <https://www.mass.gov/how-to/apply-for-renew-or-amend-information-for-your-facility-mcsr>

* Apply for or renew your facility MCSR here: [https://healthprofessionlicensing.mass.gov/login-register](https://healthprofessionlicensing.mass.gov/).
* If application requires upload of Letter of Intent, upload a blank document to move forward.
* [If this is your first time using this new portal, please visit: https://www.mass.gov/info-details/health-professions-licensing- system-user-guide for information on how to get started.](https://www.mass.gov/info-details/health-professions-licensing-system-user-guide)

# Substance Abuse and Mental Health Services Administration/Center for Substance Abuse Treatment (SAMHSA/CSAT)

Application: <https://www.samhsa.gov/medication-assisted-treatment/become-accredited-opioid-treatment-program>

* SAMHSA/CSAT OTP Extranet Log In Page: https://otp-extranet.samhsa.gov

# Workflow Legend

Applicant's responsibility

Inspection

Registration or certification issued

BSAS final approval