



## Report Theft/Significant Loss of Controlled Substances

The following procedure outlines the notification requirements for the **controlled substance licensee/registrant** in the event of theft or significant loss and provides guidance for determining if a single loss or a series of losses is significant.

### Immediately upon discovery:

1. Notify the **U-M Department of Public Safety (UMDPS)** at (734) 763-1131 (non-emergency)

UMDPS will take a report and investigate.

2. Obtain the following information from UMDPS:

- Report number
- Investigating officer's name
- Officer's phone number

3. Notify the **U-M Controlled Substance Monitors**.

Phone: (734) 764-2003 (primary method)

Email: [csmonitors@med.umich.edu](mailto:csmonitors@med.umich.edu)

Pager: (734) 936-6266, Pager #31685, then enter your return phone number (after normal business hours)

The CS Monitors assist the licensee/ registrant throughout the reporting and investigation process.

### Within one business day of discovery:

1. With assistance from the U-M CS Monitor, notify the **DEA Detroit Field Office** and include the following information:
  - The specific controlled substances involved, including specific amounts lost or diverted.
  - Indication as to whether the loss or theft can be associated with specific individuals, or whether the loss or theft can be attributed to unique activities that may take place involving the controlled substances
  - Any pattern of losses over a specific time period (whether they appear random or are the result of efforts taken to resolve the losses).

2. Complete and submit the online DEA Form 106. Print a copy for your records.



3. Email a copy of the completed DEA Form 106 to the **State of Michigan** at [bpldata@michigan.gov](mailto:bpldata@michigan.gov).

## Best Practices (document and report)

“Significant loss” is a subjective term, not defined by the federal Controlled Substance Act. Consider the following when determining whether to report a loss:

- The quantity of loss in relation to business type (actions: document non-significant loss, report significant loss)
- Is the loss associated with theft? (action: report)
- Is the loss waste during use of the substance in the laboratory? (action: document)
- Are there patterns of loss over time? (action: report)
- Does this substance have a high potential for diversion or theft? (action: report)

Non-significant loss caused by miscounts or clerical errors must still be documented on the usage logs, including a short explanation and the user initials.

## DEA Contact Information

Phone: (313) 234-4000