

Loss and Theft

Registrants and their authorized agents must maintain complete accountability at all times of all controlled substances stored or used in their laboratory. Generation and retention of all records related to the use of controlled substances is essential so that any shortages or missing controlled substances will not go unnoticed. Theft or misuse of a controlled substance is a criminal act. Anyone who has knowledge of theft or misuse must report it to the following agencies, university departments, and individuals:

Agency/Office	Phone	Additional Contact Information
State of Ohio Board of Pharmacy	614-446-4143	614-752-4836 (fax)
DEA Columbus Resident Office	614-255-4200	614-469-5788 (fax)
University Police	614-292-2121	dps.osu.edu/police
College and/or department of the registrant		
Registrant		
Office of Research Compliance	614-292-4284	controlledsubstances@osu.edu

Federal regulations require that registrants notify the DEA Field Division Office in their area, in writing, of the theft or [significant loss](#) of any controlled substance within one business day of discovery of such loss or theft. The registrant must complete a Report of Theft or Loss of Controlled Substances (DEA Form 106) and submit this report to the Ohio DEA office. Simultaneous with notification of the DEA, copies of DEA Form 106 must also be submitted to the college and/or department of the registrant (to the vice dean for research or college research officer) as well as the Office of Research Compliance. Registrants and authorized agents must keep one copy of any DEA Form 106 submitted to the DEA for at least five years.

Online reporting to the DEA is also necessary if small quantities of controlled substances become unaccounted for on a re-occurring basis. The online reporting process can be accessed by registrants at deadiversion.usdoj.gov/21cfr_reports/theft/index.html. Copies must also be submitted to the college and/or department of the registrant as well as their responsible program administrators if applicable, and the Office of Research Compliance. Registrants should print and keep a copy of any online DEA Form 106 submitted in their controlled substance inventory records.

Links:

[Policy on Individual Investigator Use of Controlled Substances in Non-Therapeutic Research](#)

[DEA Theft/Loss Reporting Online](#)