**CONTROLLED SUBSTANCES DISCREPANCY REPORT FORM**

**Instructions:** This form should be completed if a discrepancy in the amount of Controlled Substances is discovered. See page 2 for **CHECKLIST OF STEPS TO BE TAKEN IN CASES OF SUSPECTED LOSS OF THEFT CONTROLLED SUBSTANCES.**

**Name of the registrant*:*** Click or tap here to enter text.

**Type of Discrepancy**: *Include discrepancies noted that are potentially indicative of a significant loss or theft of Controlled Substances.*

\_\_\_\_\_ Significant Loss of Controlled Substances

\_\_\_\_\_ Theft of Controlled Substances

**Date and Time of Discovery:** Click or tap here to enter text.

**The location where Discrepancy was Discovered:** Click or tap here to enter text.

**Name/Phone Number/Email of Person who Made Discovery:** Click or tap here to enter text.

***Name(s), Schedule(s), and form(s) of Controlled Substances involved****:* Click or tap here to enter text.

**Description of circumstances of a discrepancy***, e.g., evidence of attempted break-in; broken safety tab on the container; evidence of missing containers or substances; discrepancy in inventory/audit:*

 Click or tap here to enter text.

**Names and titles of any persons involved in discrepancy and/or discovery or reporting of discrepancy*:*** Click or tap here to enter text.

**Name/Title of Person Completing this Report:** Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email copies of this form to:**

Environmental Health & Safety – contact –Hazardous Waste Safety Officer at (541) 737-2273: Email – EHS@oregonstate.edu

**Contact and report to** Public Safety, contact – 541-737-1000

**CHECKLIST OF STEPS TO BE TAKEN IN CASES OF SUSPECTED LOSS OR THEFT OF**

**CONTROLLED SUBSTANCES**

(1) If a registrant has a reasonable belief or suspicion that there has been (a) theft of any amount of a Controlled Substance; or (b) significant loss of a Controlled Substance, the event must be promptly reported to the following units:

• Oregon State University Environmental Health & Safety (EH&S)

• OSU Department of Public Safety (DPS)

• U.S. Drug Enforcement Agency (DEA)

If there is doubt about whether a report should be made, err on the side of reporting.

(2) To determine if a loss is "significant," the registrant should consider the following factors:

The actual quantity of controlled substance lost in relation to the type of activities performed by the registrant.

1. The specific controlled substance that was lost and whether it is a likely candidate for diversion.
2. Whether the loss can be associated with access to controlled substances by specific individuals.
3. Whether the loss can be attributed to unique activities that take place involving the controlled substances.
4. Whether there has been a pattern of losses of a specific period or alternatively, whether the loss appears to be random.
5. The results of any efforts to resolve the loss.
6. Any local trends or other indicators that the lost controlled substance has been diverted.

Registrants with questions about how to apply the foregoing factors in determining if a loss is significant can contact EH&S for advice.

(3) The contacts, correct forms and timetable for reporting are listed below:

|  |  |  |
| --- | --- | --- |
| **Unit Receiving Report** | **Contact Information** | **Timetable** |
| **DEA** | Complete and submit DEA Form 106 on-line at https://www.deadiversion.usdoj.gov/21cfr\_reports/theft/index.html. Contact EH&S at (541) 737-1288 for the discovery of theft assistance in completing DEA Form 106.  | Within one business day of discovery of the theft or significant loss |
| **Public Safety** | Call 541-737-1000 and report suspect loss or theft complete and give the Officer a copy of the Controlled Substances Discrepancy Report. | Promptly upon discovery. |
| **EH&S** | Complete and submit Controlled Substances Discrepancy Report to EHS@oregonstate.edu | Promptly upon discovery. |