

Controlled Substance Theft/Significant Loss Reporting – How to Correctly Complete DEA Form 106

- 1) The following scenarios require immediate reporting to the DEA and Board of Pharmacy
 - a. Drug theft of any quantity
 - b. Significant loss that reaches the threshold outlined in the *Significant Loss and Reporting* policy
- 2) Upon discovering theft or significant loss, the following must be completed:
 - a. DEA Form 106 – soon, will require electronic filing only
 - i. [Chemical and Drug Theft/Loss Reporting Login! \(usdoj.gov\)](https://www.usdoj.gov)
 - b. Written notice to the DEA Field Division Office (can be faxed)
Kansas City District Office
7600 College Blvd, Suite 100
Overland Park, KS 66210
Phone: 913-951-4100
Fax: 913-951-3684
 - c. Written notice to the Kansas Board of Pharmacy (pharmacy@ks.gov)
 - d. Internal Incident Report

Completing DEA Form 106

- 1) Fill in all information related to the DEA registration in which the theft or loss occurred
 - a. A 106 form should be completed for each DEA registered location in which theft or loss occurred
 - b. When logging-in, use the exact business name and DEA located on the DEA license

Chemical and Drug Theft/Loss Reporting Login

Business or Last Name*	<input type="text"/>
DEA, CMEA, or List II Reporter Number*	<input type="text"/>
<input type="button" value="Login"/>	

- 2) The next page will reveal the general instructions for the electronic form 106 (attached below)
- 3) You will then be prompted to answer whether this is “New Theft/Loss Report” or an Amendment
 - a. Click the button that corresponds with the action needed

Chemical and Drug Theft/Loss Reporting New and Existing Reports

<input type="button" value="New Theft/Loss Report"/>	<input type="button" value="Amend or Print Existing Theft/Loss Reports"/>
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- 4) Continue completing the Report Details

Chemical and Drug Theft/Loss Report Details

Date of Theft / Loss *	<input type="text"/>
Type of theft / loss	- Select Theft/Loss Type -
Number of Thefts and Losses in the past 24 months *	<input type="text"/>
Pharmaceuticals or Merchandise Taken?	<input type="radio"/> Yes (Est Value) <input checked="" type="radio"/> No
Police Report Filed *	<input type="radio"/> Yes <input type="radio"/> No
Which corrective measure(s) have you taken to prevent a future theft or loss?	
<input type="checkbox"/> Installed monitoring equipment (e.g. video camera)	<input type="checkbox"/> Provided security training to staff
<input type="checkbox"/> Increased employee monitoring (e.g. random drug tests)	<input type="checkbox"/> Requested increased security patrols by Police
<input type="checkbox"/> Installed metal bars or other security on doors or windows	<input type="checkbox"/> Hired security guards for premises
<input type="checkbox"/> Secured Controlled Substances within safe	<input type="checkbox"/> Terminated employee
<input type="checkbox"/> Other	

5) Enter descriptions as requested on the form

Describe how theft or loss occurred.

Identifying Marks, Symbols, Price Codes (Controlled Substance only)

WHAT IDENTIFYING MARKS, SYMBOLS, OR PRICE CODES WERE ON THE LABELS OF THESE CONTAINERS THAT WOULD ASSIST IN IDENTIFYING THE PRODUCTS?

If Official Controlled Substance Order Forms (DEA-222) were stolen, give numbers

ENTER OFFICIAL CONTROLLED SUBSTANCE ORDER FORMS (DEA-222) NUMBERS IF STOLEN

6) After clicking 'next', it will prompt you to enter in the NDCs of the items stolen/lost

- a. Click 'Add NDC Drug Entry' and enter the appropriate NDC
- b. Once the NDC is entered, the product details will appear
 - i. Confirm that this matches the drug that was stolen/lost
 - ii. Enter the amount stolen – the value entered will vary depending on dosage form.
 1. Liquids or powders: enter total milliliters/milligrams
 2. Tablets: enter count of tablets
- c. Continue adding all the NDC's that were stolen/lost and continue to the next screen

Drug Entry

NDC # *	<input type="text" value="00409909422"/>	<input type="button" value="Validate"/>
Total Quantity Lost or Stolen *	<input type="text" value="50"/>	
NDC Product Details:		
Trade Name	FENTANYL 100 MCG/2 ML VIAL	
Schedule	2	
Dosage	ML	
Dosage Strength	50 MCG/ML (VIAL (SDV,MDV OR ADDITIVE) (ML))	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

7) A list of all inputted information will be listed in the "Report Summary"

- a. Review the information for accuracy and make any adjustments as needed
 - i. At this screen, you can confirm the "total lost" and the associated units

Chemical and Drug Theft/Loss Report Summary

Theft / Loss Details

Date of Theft / Loss	02-01-2021
Type of theft / loss	Packaging Discrepancy
Number of Thefts and Losses in the past 24 months	0
Total Purchase Value of Controlled Substances stolen or lost	\$100
Police Report Filed	No

Which corrective measure(s) have you taken to prevent a future theft or loss?

<input type="checkbox"/> Installed monitoring equipment (e.g. video camera)	<input type="checkbox"/> Provided security training to staff
<input type="checkbox"/> Increased employee monitoring (e.g. random drug tests)	<input type="checkbox"/> Requested increased security patrols by Police
<input type="checkbox"/> Installed metal bars or other security on doors or windows	<input type="checkbox"/> Hired security guards for premises
<input checked="" type="checkbox"/> Secured Controlled Substances within safe	<input type="checkbox"/> Terminated employee
<input type="checkbox"/> Other	

Comments
DESCRIBE HOW THEFT OR LOSS OCCURRED

Identifying Marks, Symbols, Price Codes (Controlled Substance only)
WHAT IDENTIFYING MARKS, SYMBOLS, OR PRICE CODES WERE ON THE LABELS OF THESE CONTAINERS THAT WOULD ASSIST IN IDENTIFYING THE PRODUCTS?

Official Controlled Substance Order Form (DEA Form 222) Numbers (If Stolen)
ENTER OFFICIAL CONTROLLED SUBSTANCE ORDER FORMS (DEA-222) NUMBERS IF STOLEN

List of Chemicals / Drugs / Disposal Entries

Reported Controlled Substances List					
Trader Name of Substance or Preparation	NDC #	Generic Name	Dosage Strength	Package Form	Total Quantity Lost or Stolen
FENTANYL 100 MCG/2 ML VIAL	00409909422	FENTANYL CITRATE/PF	50 MCG/ML	VIAL (SDV,MDV OR ADDITIVE) (ML)	50 ML

8) **Section 6 – Certification**

- a. The person submitting the Form 106 will enter their name and contact information

9) **Section 7 – Submit Report**

- a. Submission will report an amendment key – **save this information for future use**

10) **Section 8 – Print Report**

- 11) Once form 106 is completed and electronically submitted, fax a copy of the form with the written notice to the Local Field Office

- a. Note: the internal incident form may be used as the written notice to the DEA

- 12) After submitting the DEA form 106 and written notice to the Local field office, send a copy of the form 106 and written notice to the Kansas Board of Pharmacy (pharmacy@ks.gov)

- 13) Keep copies of the following documents in the controlled substance binder:

- a. Form 106
- b. Internal incident report/written notice
- c. Fax confirmation from DEA
- d. Email sent to BOP

INSTRUCTIONS for Form DEA-106, Report of Theft or Loss of Controlled Substances - Approved OMB Form No. 1117-0001 Expires: 07/31/2023

What's New

The DEA Diversion Drug Theft Loss (DTL) system has been replaced by the Theft Loss Reporting (TLR) system. The Theft Loss Reporting system provides the capability for a registrant to submit a Form 106.

Purpose of Form 106

The DEA-106 is for reporting any theft or loss of controlled substances.
Do not use this form if:

1. You have not previously registered with the DEA, or
2. The theft or loss you are reporting is not of a controlled substance, or
3. You want to correct minor inventory shortages.

General Instructions

The online version of Form DEA 106 has 8 sections. What follows is a description of each section and the information you will need to successfully fill out this online form. Please note that for all pages where you are required to supply information, there is context sensitive help. For any field on the page for which you require clarification, place the cursor in the field and help text will appear.

What You Will Need

Theft/Loss Details

You will be asked to provide background information relating to this loss or theft incident, such as the date and place, the type (night break-in, armed robbery, etc.), and the estimated value of the controlled substances, etc.

Controlled Substances

You will be asked to provide the National Drug Code (NDC) and quantity of the controlled substance(s) being reported as a theft or loss. If the substance is liquid or powder, you will need to enter the total milliliters/milligrams; if tablet, enter the total count of tablets.

Specific Instructions

Section 1 *Authentication*

As a DEA registrant you will need your DEA Number and your last name or the business name you used to register.

Section 2 *Report Selection*

You will be able to choose whether to file a new report, amend a report previously entered, or print an existing report. To amend or print an existing report, you will need the Date of Theft/Loss and the Amendment Key (found on the original report).

Section 3 *Theft/Loss Report Details*

You will be able to choose whether to file a new report, amend a report previously entered, or print an existing report. To amend or print an existing report, you will need the Date of Theft/Loss and the Amendment Key (found on the original report).

Section 4 *List of Controlled Substances*

You will be asked to provide the National Drug Code (NDC) and quantity of the controlled substance(s) being reported as a theft or loss. If the substance is liquid or powder, you will need to enter the total milliliters/milligrams; if tablet, enter the total count of tablets.

Section 5 *Theft/Loss Summary*

Information regarding the details of the theft or loss will be presented to you for confirmation and final changes to the information may be made.

Section 6 *Certification*

You will be required to enter the name and title of the certifying official who attests to the validity of the information included in the report, along with the official's phone number and email address.

Section 7 *Submit Report*

Submitting the report will generate an amendment key. Please save the amendment key along with the date of theft in order to be able to modify information using the online DEA 106 report in the future.

Section 8 *Print Report*

You may save and/or send a copy of the DEA 106 report to your local printer. DEA regulations specify that you keep a copy of this report for two years.

Additional Questions or Clarification

For additional questions or clarification, the following services are available:

1. Contact a customer service representative at 1-800-882-9539
2. Email ODT@usdoj.gov