# form 5

# 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 Registrant** |  |

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

|  |  |
| --- | --- |
|  | Loss of Controlled Substances |
|  | Theft of Controlled Substances |

|  |  |
| --- | --- |
| **Date and Time of Discovery** |  |

|  |  |
| --- | --- |
| **Location where Discrepancy was Discovered** |  |

|  |  |
| --- | --- |
| **Name and Contact Details of Person Who Made the Discovery** |  |

|  |
| --- |
| **Name(s), Schedule(s), and form(s) of Controlled Substances involved** |
|  |

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

|  |
| --- |
| **Names and titles of any persons involved in discrepancy and/or discovery or reporting of discrepancy** |
|  |

|  |
| --- |
| **Name/Title of Person Completing this Report** |
|  |

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

Send a copy of this form to:

Laboratory Safety: [amanda.haley@utsa.edu](mailto:amanda.haley@utsa.edu)

Office of Research Integrity: [michelle.stevenson@utsa.edu](mailto:michelle.stevenson@utsa.edu)

Provide a copy to UTSA Police Department if requested.

**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:
   1. Theft of any amount of a Controlled Substance; or
   2. “Significant” loss of a controlled substance, as delineated below,

then the event must be promptly reported to the following units:

* + 1. UTSA Police Department
    2. UTSA Laboratory Safety Division
    3. UTSA Office of Research Integrity
    4. U.S. Drug Enforcement Agency

If there is doubt about whether or not a report should be made, the Registrant should just report the discrepancy.

1. To determine if a loss is "significant," the Registrant should consider the following factors:
   1. The actual quantity of controlled substance lost in relation to the type of activities performed by registrant.
   2. The specific controlled substance that was lost and whether it is a likely candidate for diversion.
   3. Whether the loss can be associated with access to the controlled substances by specific individuals.
   4. Whether the loss can be attributed to unique activities that take place involving the controlled substances.
   5. Whether there has been a pattern of losses of a specific period or alternatively, whether the loss appears to be random.
   6. The results of any efforts to resolve the loss.
   7. Any local trends or other indicators that the lost controlled substance has been diverted.
2. 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  http://www.deadiversion.usdoj .gov/21 cfr\_ reports/theft/index.html. | Within one business day of discovery of theft or significant loss |
| UTSAPD | 210-458-4911 | Promptly upon discovery. |
| Lab Safety Division | 210-458-8515 | Promptly upon discovery. |
| Office of Research Integrity | 210-458-4531 | Promptly upon discovery. |