Drug Enforcement Administration

Drug Theft Prevention

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Liaison Section
Reporting Thefts or Losses

- Must report thefts and significant losses to the DEA within one business day upon discovery (1301.76)

- Should report all thefts to the local law enforcement agency and board of pharmacy

- Must complete the DEA Form 106
Reporting Thefts or Losses

• To report a theft or loss of controlled substances on-line, visit the DEA’s Office of Diversion Control website at www.DEAdiversion.usdoj.gov

• The electronic version of the DEA Form 106, Report of Theft or Loss of Controlled Substances

• Complete the form and submit it electronically
Electronic DEA-106
APPLICATION STRUCTURE

Section 1: Authentication and Report

Section 2: Theft/Loss Details

Section 3: Lost/Stolen Product Entry

Section 4: Signature

Section 5: Theft/Loss Summary

Section 6: Controlled Substance Summary and Certification

Section 7: Submit Report

Section 8: Print
Section 1: Authentication & Report

Drug Theft/Loss Login Screen
DRUG THEFT LOSS SYSTEM
Electronic DEA-106

The Login Confirmation Screen will be displayed, showing the registrant’s name, address, and business activity.

This is a sample of the login confirmation page, with registrant name and address information removed.

New Report will open a blank report for completion

Cancel will terminate the application without transmitting any data

Add/Amend Report will allow registrants to change data on previously submitted reports after verifying user credentials.
# Section 2: Theft Loss Details

In this section you will provide background information relating to the theft or loss incident including:

- Date, place, and time
- Type of incident
- Estimated value

Responses to the type of incident may require additional information.

**Fields prefixed with * are required.**

Please do not use your browser’s BACK and FORWARD buttons while navigating this form.

- **Previous** - Return to Login Confirmation page;
- **Cancel** - Terminate the application without transmitting any data;
- **Next** will proceed with the application
Tips For Preventing Employee Theft

• Screen applicants
• Properly train and supervise employees
• Institute a zero tolerance policy on employee theft
• Develop and provide written guidelines (SOPs)
• Set the example
• Conduct surprise audits
• Personally look into customer complaints
Tips For Preventing Employee Theft

• Be alert to disgruntled or stressed employees
• Be aware of unexplained rises in employee’s living standard
• Inspect employee’s bags, lunch bags and backpacks
• Limit access
• Open lines of communication
Questions