

Drug Enforcement Administration

Drug Theft Prevention

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Albuquerque, NM



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Office of Diversion Control

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**



U.S. Department of Justice Drug Enforcement Administration
Office of Diversion Control

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Report Suspicious Internet Pharmacies

1-800-RX-ABUSE

1-800-792-2873



Regulations.gov

*The voice in Federal
decision-making*



Good Medicine,
Bad Behavior.

Drug Diversion
in America

What's New

[Cerilliant Corporation](#) (September
25, 2009)

[More](#)

Registration Support

**Registration Number
Toll Free:
1-800-882-9539**

Save time by applying for and/or
renewing your DEA Registration
online. Data will be entered through
a **secure** connection to the ODWIF
on-line web application system.

Minimum requirements:

Credit Card and a web browser that
supports 128-bit encryption.

[Field Offices with Registration](#)

Quick Links

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[DEA Form 108: Report Theft
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Electronic DEA-106

APPLICATION STRUCTURE

Section 1: Authentication and Report

Section 2: Theft/Loss Details

Section 3: Lost/Stolen Product Entry
Page

Section 4: Signature

Section 5: Theft/Loss Summary

Section 6: Controlled Substance
Summary and Certification

Section 7: Submit Report

Section 8: Print



Report of Theft or Loss of Controlled Substances
Under Controlled Substance Act of 1970

INSTRUCTIONS for Form DEA-106, Report of Theft or Loss of Controlled
Substances - Revised October 2008

General Instructions

WHATS NEW

Changes to the Controlled Substances Section. The DEA is now requiring registrants to enter the National Drug Code (NDC) of the controlled substances lost or stolen.

Discontinued Fields. With the implementation of the NDC number, DEA will no longer require registrants to enter specific information pertaining to product lost or stolen. Inputting the NDC number will auto-populate all required information needed for data collection and report generation.

Purpose of Form

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.
2. The theft or loss you are reporting is not of a controlled substance; or
3. You want to correct minor inventory shortages.

Additional Information

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 all pages where you are required to supply information, there is a section labeled "Help." For any field on the page for which you require clarification, place the cursor in the field and click. Help text will appear in the Help section.

SPECIFIC INSTRUCTIONS

Section 1. Authentication and Report Selection

You will be asked to enter your DEA Number and your last name or the business name you used to register with the DEA. The name you supply must match exactly the name on your registration. You also will be able to choose whether to file a new report, or amend a report previously entered.

Section 2. 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. Responses may require additional information, for example, indicating that a police has been filed will open new fields requesting the police department's name and telephone number.

Section 3. Controlled Substances You will be asked to provide the National Drug Code (NDC) and quantity of the controlled substance 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 4. Signature

You will be asked to supply the name and title of the person filing this report.

Section 5. Theft/Loss Summary Information regarding the details of the theft or loss will be presented to you for confirmation; changes to the information may be made. You may also change information in the Signature section.

Section 6. Controlled Substances Summary and Certification Information on the substances will be displayed, and may be changed. Additionally, you will be required to enter the name of the certifying official who attests to the validity of the information included in the report.

Section 7. Submit Report Submitting the report will generate an amendment key. Please save the amendment key in order to be able to modify information using the online DEA-106 report in the future.

Section 8. Print

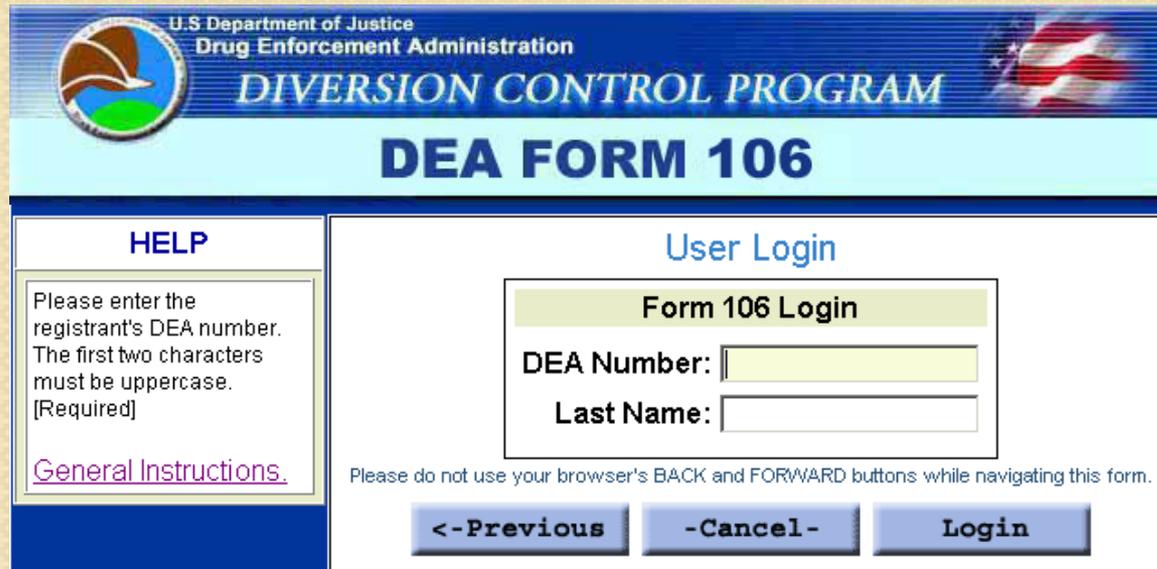
You may send a copy of the DEA-106 report to your local printer. DEA regulations specify that you keep a copy of this report for two years.

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

Begin

DRUG THEFT LOSS SYSTEM - Electronic DEA-106

Section I: Authentication & Report



U.S. Department of Justice
Drug Enforcement Administration

DIVERSION CONTROL PROGRAM

DEA FORM 106

HELP

Please enter the registrant's DEA number. The first two characters must be uppercase. [Required]

[General Instructions.](#)

User Login

Form 106 Login

DEA Number:

Last Name:

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

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.

U.S. Department of Justice
Drug Enforcement Administration
DIVERSION CONTROL PROGRAM
DEA FORM 106

Form 106 Login Confirmation

WASHINGTON, DC 20003
PRACTITIONER

If you are not [redacted], or the address is not the one assigned to this DEA number, please DO NOT PROCEED. Instead, contact the DEA Call Center at 800-882-9539, or click here to change the address.

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

-Cancel- **Next->**

U.S. Department of Justice
Drug Enforcement Administration
DIVERSION CONTROL PROGRAM
DEA FORM 106

HELP

You may create a new report or amend an existing report.

[General Instructions.](#)

NEW: It is now possible to enter multiple reports with the same Date of Loss. In order to do this, select the Add / Amend Report button below. For privacy and security purposes, you will need the Amendment Key from a report entered on the same date. When adding a report for a date with an existing report, please ensure the new report is really new, and not an amendment to an existing report.

New Report Date **-Cancel-** **Add / Amend Report**

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.

DRUG THEFT LOSS SYSTEM

Electronic DEA-I06

U.S. Department of Justice
Drug Enforcement Administration
DIVERSION CONTROL PROGRAM

DEA FORM 106

HELP

Click inside the individual data fields to get Help for that field.

[General Instructions.](#)

Theft / Loss Details

* Date of Theft / Loss: -Month- -Day- -Year-

* Police Report Filed: Yes No

* Type of Theft / Loss:
Armed Robbery
Customer Theft
Employee Pilferage
Lost In Transit
Night Break-In
Other

* Number of prior incidents in the past two years: []

* Total Purchase Value of Controlled Substances (reported on this form): []

Items lost other than controlled substances: Yes No

Identifying Marks, Symbols, Price Codes (Controlled Substances only): []

DEA Form 222 Numbers (If Stolen): []

New Security Measures: []

*Fields prefixed with * are required.*

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

<-Previous -Cancel- Next->

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.

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 ?

