**Drug Enforcement Administration** 

Theft/Loss Reporting System (TLR)

**User Manual** 

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# Preface

It is the reader's responsibility to ensure they have the latest version of this document. Questions should be directed to the owner of this document or the project manager.

This document was developed by the Office of Information Systems, Diversion IT Section.

# Approval

Approval of this document is contingent upon the review of and signatures by the project and program managers and by specified members of SID.

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# 1.0 Introduction

The Theft or Loss Reporting (TLR) online application is used by List II Chemical Reporters and DEA Registrants to report the theft or loss of chemicals, controlled substances, and or disposal containers to DEA. DEA Form 106 is used to report the theft or loss of controlled substances and disposal containers. DEA Form 107 is used to report the theft or loss of chemicals. Also, an existing report can be amended, printed, or withdrawn using this application.

TLR is an interactive application that checks for incorrectly formatted data input and provides popup instructions as needed at each step. The application will display screens that are appropriate for each specific registration.

The TLR application is accessed via the internet. Section 2.0 below explains how to log in.

### **1.1 TLR User Registrations**

There are six different types of registrations of those who can use the TLR application, and there are differences within three of these. Some can report the theft or loss of a Schedule 1-5 Drug on a DEA Form 106, some can report the theft or loss of Type I or Type II Chemicals on a DEA Form 107, and some can report both. Additionally, some have a Drug Disposal Container and can report its theft or loss.

If there is a loss or theft of a Schedule 1-5 Drug, a Type II Chemical, or a Drug Disposal Container, it is mandatory that it be reported to DEA by the respective entity.

DEA Form	106		107		
		Reporti	ing Theft or L	oss of	
Registration	Disposal Containers	Schedule 1-5 Drug NDCs	Ephedrine NDCs	List II Chemicals	List I Chemicals
		Х			
224	Х	Х	Х		
		Х	Х		
225		Х	Х		Х
225	Х	Х	Х		Х
363		Х			
303	Х	Х			
510			Х	Х	Х
List II				Х	
CMEA			Х		

Table 1 - Registrations and Reporting

## **1.2** Application Structure

The TLR is divided into successive sections in the task of making, amending, or printing a report.

- Section 2.0 The login screen, the login confirmation screen, and a screen to start a New Theft/Loss Report or Amend or Print Existing Theft/Loss Reports.
- Section 3.0 The entry of the theft/loss details.
- **Section 4.0** The registrant-specific main pages.
- Section 5.0 The entry of the chemical, drug, and/or disposal container details.
- **Section 6.0** Report finalization.
- **Section 7.0** Amending, printing, or withdrawing a report.
- **Section 8.0** Requesting a Class II Chemicals Only Reporter Number.

# 2.0 Login, Authentication, and Report Selection

## 2.1 Login

If you do not have the TLR URL bookmarked, go to the Diversion Control Division homepage at <u>https://www.deadiversion.usdoj.gov</u>.

- 1. At the top of this screen, click on the **Reporting** tab.
- 2. Click on the Theft/Loss Reporting heading.
- 3. Click on the **Theft/Loss Reporting Online (TLR)** link.
- 4. The **Login Screen** will display with general instructions as shown below.

	PARTMENT OF JUSTICE * DRUG ENFORCEMENT ADMINISTRATION
Substances - Approv	form DEA-106, Report of Theft or Loss of Controlled red OMB Form No. 1117-0001 Expires: 10/31/2020 and for rt of Theft or Loss of Listed Chemicals - Approved OMB Expires: 09/30/2020
What's New	
Reporting system provides the ca	ee (DTL) system has been replaced by the Theft Loss Reporting (TLR) system. The Theft Loss pablity for a registraet to submit a Form 106 and/or a Form 107. The Theft Loss Reporting which form(s) need to be generated and submitted based on the type of registraet and the data
Purpose of Form 108	
The DEA-106 is for reporting any the Use this form it:	ft or loss of controlled substances, mail-back packages, and/or inner liners.
1. You are registered with the DE 2. You are reporting the theft or Is	
2. Fourier reporting the men or a	
Purpose of Form 107	
The DEA-107 is for reporting any the	ft or loss of Listed Chomicals.
Use this form if: 1. You are reporting the theft or is	and a faced shared of
<ol> <li>Four and reparting the treet of e</li> <li>DO NOT use this form to correct min</li> </ol>	
What You Will Need	
DEA Registranta	d your DEA Number and your last name or the business name you used to register.
CMEA Registrants If you are a regulated business th Methamphotamine Epidemic Act	In your UEA number and your each name or the patients name you deep to regener. at is a self-certify seller of scheduled isted chemical products pursuant to the Combat of 2005 (CMEA) you will need your certificate ID number and the business name you used to a supply much reach careful the name on your registration or CMEA certificate.
Last II Chemicals Only Manufect I you an a List II Chemicals Only previously, enter your List II Repo II you are a List II Chemicals Only DEA, you must obtain a Reporter	turer, Distributor, Importer, or Exporter menufacturer, distributor, importer, or exporter and have used the TheMLoss Reporting system riser number and your business name. menufacturer, distributor, importer, or exporter who has never reported a theit or loss to the Number first by clexing the 'Request a New Lise! If Chemicals Only Reporter Number' bution. use type, address, phone number, email address and point of contact information in the form
provided, and submit this informa	tion to DEA.
We will send you a confirmation e confirmation link. Click the link to	mail with your business name, unique List II Chemicals Only Reporter number, and a confirm your application.
Your business name and List II C	hemicals Only Reporter number are necessary to access the TheMLoss Reporting system.
	ground information relating to this loss or theft incident, such as the date and place, the type _), and the exist index value of the controlled substances, etc.
a theft or loss. Each reported che	lational Drug Code (NDC) or Chemical and quantity of the controlled substance being reported as mical must be reported in total milliprams (mg) or Kilograms (KG). If the NDC drug is liquid or total milliters/milliprams (milling); if tablet, enter the total count of tablets.
Completed Forms You may save and/or send a cop keep a copy of this report for two	y of the DEA-106 and/or DEA-107 report to your local printer. DEA regulations specify that you years.
Additional Questions or Clarific For additional questions or clarific	ution ation, the following services are available:
	representative at 1-800-882-9539
hemical and Drug Theft/Los	s Reporting Login
Business or Last Name*	
DEA, CIVIEA, or List II Reportor Number	
Login	egisteant you should not request a List II Chemicata Only Reporter number.
	envises parameters devisition of reporter, or exporter, and do not have a List II Chemicals Only Reporter number,
Request a List II Chemicals Only Re	sporter Number

Figure 1 - Login Screen

If you are a **List II Chemical Reporter**, and this is the first time you are reporting a loss or theft of these chemicals, click on the **Request a List II Only Reporter** button. Figure 56 - List II Chemicals Only Reporter Information will display as shown in Section 8.1, page 48.

Otherwise, enter your **Business** or **Last Name** you used to register with DEA your **DEA**, **CMEA**, or **List II Chemical Reporter Number**. Click on the **Login** button. A **Login Confirmation Screen** similar to the one below will display.

	OF JUSTICE * DRUG ENFORCEVENT ADMINISTRATION
hemicsi and Drug Theft Loss Reporting	1.1202.02
	Logis Earthrontine
f you are not with With MART PAREMACK 15 (27) WCCEPC Instant, marked the DPA Coll Conter of	Diff. Forget and f, on the coldense electro b. and the new analyzed in this SPA consister, phones DS MOT SDE US2 SEXS or eased would be DOT genetic gave -
Bubstances - Approved OMB F	108, Report of Theft or Loss of Controlled form No. 1117-0001 Expires: 10/81/2020 and for or Loss of Listed Chemicals - Approved OME 8/80/2020
What's New	
The DEA Diversion Drug Theft Loss (DTL) system Reporting system provides the capability for a reg system submittakically determines which fram(s) ne scients.	n has been replaced by the TheELcas Reporting (TLR) system. The TheELcas jacenet is wants a Form 106 and/or a Form 107. The TheELcas Reporting and to be generated and submitted based on the type of registrates and the data
Purpose of Form 100	
The DRA 100 is for expering any field or loss of works On not one the form if:	fed adalarses, valdask judages, ædle teræ ines.
<ol> <li>You beam will previously engletered solit live 2003.</li> <li>The field or loss year are reporting in sol of a case 3. You spand in correct screen beamfory shockages.</li> </ol>	, w findesk saladeras, w
Purpose of Form 107	
The DBM/157 is for experiing any field or loss of Lieled Do not one like formal	(Charmana)s
1. The field or loss you are reporting in not a latest 3. You noted in correct struct burndary shorteges.	uhann kaal, ur
General Instructions.	
The celline version of Forms DEA 108 and DEA 1 dominities you will need to executedaby BI but the oformation, there is consist sensative help. For an and help text will appear.	67 these 4 sections. When follows is a description of each section and the is ordere form: Researches that for all pages where you are required to auguly sy field on the page for which you require diselfaction, place the cursor in the field.
What You Will Need	
Thefollows Decalls. You will be asked to provide background informat (right break-in, around roblicry, etc.), and the eak	ion relialing to this loss or theft incident, such as the data and place, the type reased value of the conversion admicances, etc.
yau vei need to erom the notel millionsteniligram laak Radonge(s) unique identification number(s) het inner Linne(s) unique identification number(s), an authorized Recall Phaemacy or Hongkale/Carle (LTCP), yau veil meet to selfect the executated LTV	side (NACE) and quantity of the scenario automorphic facing separated as a total or one is non-indigurum (mg) or Matgamen (ACD). If the NACC disq is figude or preveter, (i) tables, enter the static class of tables (mg) and tables and tables approximate the Mail- ent state guesticy being reported as a their to table. You will be asked to provide the Mail and table (mg) and table (mg) and tables are classified and tables and tables and table questicy being reported as a their to table. You will be asked to provide them Lines acade) and table (questic) being reported as a their of table. Type are and my counting how the state (questic) being reported as a the state of table. Type are and my counting how the state (questic) being reported as a the state of table. Type are table (figure and reporting a state) are table to be a Long-Term Care Facility CF.
Specific Instructions	
Section 1 Justantoston As 5 OEA registrant you all need your DEA Nurri	ber and your last mereo or the business meres you used to register.
Section 2 Report Selection You will the able to choose whether to file a new e To amend or print an existing report, you will read	eport, entend is report, previously, entered, or paint set existing report. It the Date of Thefal.com and the Arcendeners Hay (found to the original report).
Section 3 ThebLoss Report Details That will be able to choose whether to file a new e To arrend or print an existing report, you will need	report, amend a report previously entered, or print an existing report. I the Date of The Dubes and the Amendemore Key (band on the original report).
Section 4 Lier of Controlled Subarances	ade (NDC), and quantity of the consolited autoancelsi, being reported as a theft or edit in bold milligenesi (trg) or Wagevers (HCC). If the NDC duag is legisl or poweller, a fuldel, where the bold cave of beliefs.
Section S Lier of Mail-Back Packages or Inter Lie You will be asked to provide the Mail-Back Packag	cert gap(s) unique indentification numbra(s) and inter size(s) testing reported as a heat and(s) unique indentification numbra(s), lener Liner size(s) and stati quently being of Brail Pharmesy or HospitalDiric with an oral Pharmesy and reporting a
Section 6 ThebLoss Summary	as will be presented to your for confermation and final shanges to the information
Section 7 Centification frau will be required to near the name and tide of report, along with the official's phone number and	the carding official who acteurs to the velicity of the information inducted in the email address.
Section & Submit Report Submitting the report will generate an extendence able to modify information using the online DEA 1	c key. Please save the amendment key along with the class of thet in order to be 96 redder DEA 107 report(o) in the faure.
Section & Arter Renort	G andriar (JEA 107 respon(16) to your local primary. DEA regulations apacely that you
Additional Cuextions or Clarification For additional questions or durification, the follow	in anving an available
<ol> <li>Contact a questra ar carecuse, ne televi</li> <li>Contact a questra ancies epinemolos a</li> <li>Smail COT@uniti.gov</li> </ol>	
(And )	Lagrad

#### Figure 2 - Login Confirmation Screen

The Login Confirmation Screen (above) will display instructions specific to your registration.

We strongly suggest that you read these instructions to lessen any problems in using this application.

When you are ready, click on the **Next** button. The screen below will display.

	S. DEPARTMENT OF JUSTICE ★ DRUG ENFO	
2 Diversion Control Division		
Chemical and Drug The	ft/Loss Reporting New and Existing Reports	
t is possible to enter multiple security purposes, you will ne	eft/Loss Reporting New and Existing Reports reports with the same Date of Loss. To do this, select the Existing sed the Amendment Key from a report entered on the same date. W a the new report is really new, and not an amendment to an existing	/hen adding a report for a date with an

Figure 3 - Start a new Report or amend or print an existing Report

If you click on the **New Theft/Loss Report** button, you will first need to enter details of what happened. This is explained in Section 3.0 Theft/Loss Report Details.

If you click on the **Amend or Print Existing Theft/Loss Reports** button, Figure 42 in Section 7.0 on page 34 will display.

**Note:** If you wish to withdraw a report, click on the **Amend or Print Existing Theft/Loss Reports** button.

# 3.0 Theft/Loss Report Details

	TMENT OF JUSTICE * DRUG ENFORCEMENT ADMINISTRATION
Chemical and Drug Theft/Loss Rej	port Details
Date of Theft / Loss *	۵
Type of theft / loss	- Select Theft/Loss Type -
Number of Thefts and Losses in the past 24 months *	
Police Report Filed *	Yes No
Which corrective measure(s) have you taken 1 Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. ranc Installed metal bars or other security on d Secured Controlled Substances within sa Other	o camera) Provided security training to staff lom drug tests) Requested increased security patrols by Police loors or windows Hired security guards for premises
Describe how theft or loss occurred.	
512 characters remaining	$\hat{}$
Previous Next	Cancel Logout

Figure 4 - Report Details Blank Screen

Click on the dropdown button for the **Type of theft/loss** to display the possible types of theft or loss. See the screen below. Click on the appropriate type.

		ENFORCEMENT ADMINISTRATION
hemical and Drug Theft/Loss Report De Date of Theft / Loss *	tails	
Type of theft / loss	- Select Theft/Loss Type -	*
Number of Thefts and Losses in the past 24 months *	- Select Theft/Loss Type - Break-in/Burglary	^
Police Report Filed *	Employee Theft (or Suspected)	
Which corrective measure(s) have you taken to preven Installed monitoring equipment (e.g. video camera Increased employee monitoring (e.g. random drug Installed metal bars or other security on doors or w Secured Controlled Substances within safe Other	Hijacking of Transport Vehicle Packaging Discrepancy Robbery Customer Theft (or Non Employee) Loss in Transit	ols by Police
Describe how theft or loss occurred.		
512 characters remaining		~
512 characters remaining Previous Next		Cancel Lo

Figure 5 - Theft/Loss Type Dropdown

Diversion Control Division			DIVISION
nemical and Drug Theft/Loss Repor	rt Details		
ate of Theft / Loss *	05-01-2019	6	
ype of theft / loss	Customer Theft (or N	Von Employee)	
Number of Thefts and Losses in the past 24 nonths *			
Police Report Filed *	💿 Yes  No		
Police Dept Name *			
Name of Responding Officer			
Name of Responding Officer			
	amera) Providente Prov	? ed security training to staff sted increased security patrols by security guards for premises nated employee	' Police
Police Report number Which corrective measure(s) have you taken to pro Installed monitoring equipment (e.g. video ca Increased employee monitoring (e.g. random Installed metal bars or other security on door: Secured Controlled Substances within safe Other	amera) Providente Prov	ed security training to staff isted increased security patrols by security guards for premises	/ Police
Police Report number Which corrective measure(s) have you taken to pro Installed monitoring equipment (e.g. video ca Increased employee monitoring (e.g. random Installed metal bars or other security on door Secured Controlled Substances within safe	amera) Providente Prov	ed security training to staff isted increased security patrols by security guards for premises	Police

Figure 6 – Police Report Details

Enter the "Number of Thefts and Losses in the past 24 months."

If you filed a Police Report, click on **Yes**, and additional fields will display as shown above.

- Except for **Robbery** or **Loss in Transit**, complete the form shown in either Figure 4 or Figure 6, and then click on **Next**.
- If you select **Robbery**, the Report Details Screen will display with two additional questions as shown in Figure 7 below.
- If you select **Loss in Transit**, the Report Details Screen will display as shown in Figure 9 below.

	RENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION
hemical and Drug Theft/Loss Repor	t Details
Date of Theft / Loss *	
Type of theft / loss	Robbery
Number of Thefts and Losses in the past 24 months *	
Police Report Filed *	🔘 Yes 🔘 No
You have indicated that this incident was the Were any people injured?	e result of a robbery. Please provide further detail in the spaces below.
Were any people killed?	🔵 Yes 🌘 No
Which corrective measure(s) have you taken to pr Installed monitoring equipment (e.g. video car Increased employee monitoring (e.g. random Installed metal bars or other security on doors Secured Controlled Substances within safe Other	mera) Provided security training to staff drug tests) Requested increased security patrols by Police
Describe how theft or loss occurred.	
512 characters remaining	
Previous Next	Cancel Logout

Figure 7- Robbery Report Details

Selecting **Yes** on radio buttons will open fields for required data entry in the screen below.

	SION CONTROL	DIVISION
Diversion Control Division		
emical and Drug Theft/Loss Repo	t Details	
ate of Theft / Loss *	()	
ype of theft / loss	Robbery	
lumber of Thefts and Losses in the past 24 nonths *		
olice Report Filed *	💿 Yes 🔵 No	
ou have indicated that a police report was	filed as a result of this incident. Please provide further de	tail in the spaces below.
olice Dept Name *		
olice Dept Phone *		
ame of Responding Officer		
olice Report number		
ou have indicated that this incident was th	e result of a robbery. Please provide further detail in the s	paces below.
/ere any people injured?	🜒 Yes 💿 No	
lumber Injured		
Vere any people killed?	📵 Yes 🔘 No	
lumber Killed		
Which corrective measure(s) have you taken to p Installed monitoring equipment (e.g. video ca Increased employee monitoring (e.g. random Installed metal bars or other security on door Secured Controlled Substances within safe Other	mera) Provided security training to staff drug tests) Requested increased security patrols by Poli	ce
escribe how theft or loss occurred.		
		~

Figure 8 - Expanded Robbery Report Details

Enter the details of the robbery, and then click on the **Next** button.

Go to **Section 4.0 Registrant-Specific Details Entry Screens** page 13 to find the next screen that will display for your registration.

	RESION CONTROL DI	
Diversion Control Division		
nemical and Drug Theft/Loss Re	port Details	
ate of Theft / Loss *	(a)	
ype of theft / loss	Loss in Transit	
lumber of Thefts and Losses in the past 24 nonths *		
olice Report Filed *	Ves No	
ou have indicated that this incident wa	s the result of a Loss in Transit. Please provide further detail in the sp	aces below.
elephone Number of Common Carrier		
ackage Tracking Number		
lave there been losses in transit from this sa	me carrier in the past?	🔾 Yes 📵 No
Vas the package received and accepted by t	he consignee?	🔵 Yes 🔘 No
	y the supplier), or the Name of Supplier (if the package was accepted by ave a DEA Registration Number, e.g. if this was a shipment to a patient, stient" or "Nursing Home Kit."	
upplier, (if the package was accepted by t	signee (if reported by the supplier), or DEA Registration Number of he consignee). If the controlled substances were shipped to a non- pharmacy shipped to an emergency kit held on site at a nursing home. In et to report the theft or loss.	
Which corrective measure(s) have you taken Installed monitoring equipment (e.g. vide Increased employee monitoring (e.g. ran Installed metal bars or other security on o Secured Controlled Substances within sa Other	o camera)         Provided security training to staff           dom drug tests)         Requested increased security patrols by Police           doors or windows         Hired security guards for premises	
escribe how theft or loss occurred.		
12 characters remaining		

Figure 9 - Loss in Transit Report Details

Click on Yes radio buttons to open fields for required data entry (below).

Discrim Control Division		
emical and Drug Theft/Loss Repor	t Details	
te of Theft / Loss *	D4-04-2019	
pe of theft / loss	Loss in Transit	
mber of Thefts and Losses in the past 24 nths *		
lice Report Filed *	📵 Yes ု No	
u baua ladiaatad that a nallas sanat una	filed en e south of this includes. Places excide further detail in th	a ann ann ballaur
u nave indicated that a police report was	filed as a result of this incident. Please provide further detail in the	в врасев реюм.
ice Dept Name *		
lice Dept Phone *		
me of Responding Officer		
lice Report number		
u have indicated that this incident was th	e result of a Loss in Transit. Please provide further detail in the sp	aces below
lephone Number of Common Carrier		
lephone Number of Common Carrier ckage Tracking Number		
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of	carrier in the past?	Ves No
lephone Number of Common Carrier ckage Tracking Number ve there been losses in transit from this same of	carrier in the past?	
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same mber of previous losses with this carrier is the package received and accepted by the o		Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier as the package received and accepted by the o d it appear to be tampered with?		Yes      No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier is the package received and accepted by the of it appear to be tampered with? me of Consignee / Supplier fer the Name of Consignee (if reported by th	onsignee? e supplier), or the Name of Supplier (if the package was accepted by	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier as the package received and accepted by the of d it appear to be tampered with? me of Consignee / Supplier ter the Name of Consignee (If reported by th is consignee). If the consignee does not have	onsignee? e supplier), or the Name of Supplier (If the package was accepted by a DEA Registration Number, e.g. if this was a shipment to a patient,	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier is the package received and accepted by the of it appear to be tampered with? me of Consignee / Supplier fer the Name of Consignee (If reported by th is consignee). If the consignee (If reported by th is a nurshig home emergency kit, enter "Patien X Number (Consignee / Supplier)	onsignee? e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a shipment to a patient, if or "Nursing Home Kit."	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier as the package received and accepted by the of it appear to be tampered with? me of Consignee / Supplier ter the Name of Consignee (if reported by th consignee). If the consignee does not have a nursing home emergency kit, enter "Patien A Number (Consignee / Supplier) ter the DEA Registration Number of Consign poller, (if the package was accepted by the of	onsignee? e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a snipment to a patient, it" or "Nursing Home Kit." tee (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non-	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier as the package received and accepted by the of lit appear to be tampered with? me of Consignee / Supplier fer the Name of Consignee (If reported by the is consignee). If the consignee (If reported by the is consignee). If the consignee (if reported by the is consignee). If the consignee of the a nursing home emergency kit, enter "Patien A Number (Consignee / Supplier) ter the DEA Registration Number of Consign ppler, (If the package was accepted by the is case, the supplying pharmacy is required to	onsignee? e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a sinpment to a patient, it" or "Nursing Home Kit." tee (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non- imacy shipped to an emergency kit held on site at a nursing home. In o report the theft or loss.	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier as the package received and accepted by the of lit appear to be tampered with? me of Consignee / Supplier ter the Name of Consignee (If reported by the consignee). If the consignee (If reported by the is consignee). If the consignee (If reported by the consignee). If the consignee of Consignee a nursing home emergency kit, enter "Patien X Number (Consignee / Supplier) ter the DEA Registration Number of Consigned patient, leave blank, unless a registered phan s case, the supplying pharmacy is required to the consignee of the consignee of the supplying pharmacy is required to the consignee of the consignee of t	e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a shipment to a patient, it" or "Nursing Home Kit." the (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non- imacy shipped to an emergency kit held on site at a nursing home. In o report the theft or loss?	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier as the package received and accepted by the of d it appear to be tampered with? me of Consignee / Supplier ter the Name of Consignee (If reported by th consignee). If the consignee does not have a nursing home emergency kit, enter "Patien A Number (Consignee / Supplier) ter the DEA Registration Number of Consign poller, (If the package was accepted by the of strant, leave blank, unless a registered pha s case, the supplying pharmacy is required to inch corrective measure(s) have you taken to p Installed monitoring equipment (e.g. video ca Increased employee monitoring (e.g. random	e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a snipment to a patient, it" or "Nursing Home Kit." tee (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non- immacy shipped to an emergency kit held on site at a nursing home. In o report the theft or loss? revent a future theft or loss? mera) Provided security training to staff a drug tests) Requested increased security patrols by Police	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier as the package received and accepted by the of d it appear to be tampered with? me of Consignee / Supplier ter the Name of Consignee (if reported by th e consignee). If the consignee does not have a nurshig home emergency kit, enter "Patien" SA Number (Consignee / Supplier) ter the Dear Registration Number of Consign polier, (if the package was accepted by the of Johrant, leave blank, unless a registered pha case, the supplying pharmacy is required to installed monitoring equipment (e.g. video ca	e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a snipment to a patient, it" or "Nursing Home Kit." tee (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non- immacy shipped to an emergency kit held on site at a nursing home. In o report the theft or loss? revent a future theft or loss? mera) Provided security training to staff a drug tests) Requested increased security patrols by Police	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier is the package received and accepted by the of it appear to be tampered with? me of Consignee / Supplier fer the Name of Consignee (If reported by the consignee). If the package was accepted by the of the DEA Registration Number of Consign pplier, (If the package was accepted by the of scase, the supplying pharmacy is required to inch corrective measure(s) have you taken to p Installed monitoring (e.g. random Installed metal bans or other security on door Secured Controlled Substances within safe Other	e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a shipment to a patient, it" or "Nursing Home Kit." tee (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non- imacy shipped to an emergency kit held on site at a nursing home. In o report the theft or loss: revent a future theft or loss? mera) Provided security training to staff or drug tests) Requested increased security patrols by Police s or windows Hired security guards for premises	Yes No     Yes No
lephone Number of Common Carrier ckage Tracking Number we there been losses in transit from this same of mber of previous losses with this carrier is the package received and accepted by the of it appear to be tampered with? me of Consignee / Supplier fer the Name of Consignee (If reported by the consignee). If the package was accepted by the of the DEA Registration Number of Consign pplier, (If the package was accepted by the of scase, the supplying pharmacy is required to inch corrective measure(s) have you taken to p Installed monitoring (e.g. random Installed metal bans or other security on door Secured Controlled Substances within safe Other	e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a shipment to a patient, it" or "Nursing Home Kit." tee (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non- imacy shipped to an emergency kit held on site at a nursing home. In o report the theft or loss: revent a future theft or loss? mera) Provided security training to staff or drug tests) Requested increased security patrols by Police s or windows Hired security guards for premises	Yes No     Yes No
e consignee). If the consignée does not have a nursing home emergency kit, enter "Patien EA Number (Consignee / Supplier) ter the DEA Registration Number of Consign poplier, (if the package was accepted by the o gistrant, leave blank, unless a registered pha is case, the supplying pharmacy is required to hich corrective measure(s) have you taken to p Installed monitoring equipment (e.g. video ca Increased employee monitoring (e.g. random Installed metal bars or other security on door Secured Controlled Substances within safe	e supplier), or the Name of Supplier (if the package was accepted by a DEA Registration Number, e.g. if this was a shipment to a patient, it" or "Nursing Home Kit." tee (if reported by the supplier), or DEA Registration Number of consignee). If the controlled substances were shipped to a non- imacy shipped to an emergency kit held on site at a nursing home. In o report the theft or loss: revent a future theft or loss? mera) Provided security training to staff or drug tests) Requested increased security patrols by Police s or windows Hired security guards for premises	Yes No     Yes No

Figure 10 - Expanded Loss in Transit Report Details

Complete the fields in the form above, and click on the **Next** button.

Go to **Section 4.0 Registrant-Specific Details Entry Screens** page 13, to find the next screen that will display for your registration.

# 4.0 Registrant-Specific Details Entry Screens

After completing a **Report Details** form and clicking on the **Next** button in Section 3.0, the screen that displays depends on your registration. Only those buttons applicable for your registration will display.

- For DEA Form **224**, Registrants go to Section **4.1**
- For DEA Form **225**, Registrants go to Section **4.2**
- For DEA Form **363**, Registrants go to Section **4.3**
- For DEA Form **510**, Registrants go to Section **4.4**
- For CMEA Only, Registrants go to Section 4.5
- For List II Chemical, Reporters go to Section 4.6

#### 4.1 224 Registrants

After completing the **Report Details** section, a 224 Registrant will see one of the screens below depending on the specific registration.

• A 224 Registrant that does **not** have a **CMEA Registration** will see the screen below.

				NT ADMINISTRATIO
ft Loss Chemical	/ Drug / Disposal I	Details Entry		
Previous Next				

Figure 11 - Details Entry Screen for 224 Registrant without CMEA Registration or a Disposal Container

• A 224 Registrant that has a CMEA Registration and a Disposal Container will see the screen below.

				MENT ADMIN	
ا 🔊 🖉 🕻	DIVERS	ION CONT	<b>FROL</b>	DIVIS	510N
Diversion Control Division					
eft Loss Chemical /	Drug / Disposal Deta	ils Entry			

Figure 12 – Details Entry Screen for a 224 Registrant with a CMEA Registration and a Disposal Container.

• A 224 Registrant that has a CMEA Registration, but <u>no Disposal Container authorization</u>, will see a screen like Figure 12 but <u>without</u> the Add Disposal Container Entry button.

Clicking on each of the following buttons will display the screen in the associated section:

- The **Add NDC Chemical Entry** button will display Figure 25 in Section 5.2 on page 22.
- The Add NDC Drug Entry button will display Figure 29 in Section 5.3 on page 25.
- The **Add Disposal Container Entry** button will display Figure 32 in Section 5.4 on page 27.
- The **NDC Lookup** button will display Figure 36 in Section 5.5 on page 29.

#### 4.2 225 Registrants

After completing the **Report Details** section:

• A 225 Registrant without a Disposal Container authorization will see a screen like the one below.

				L DIVISI	
	al / Drug / Disposal Def	ails Entry			
Add Chemical Entry	Add NDC Chemical Entry	Add NDC Drug Entry	NDC Lookup		
Previous Next					Cancel Logout

Figure 13 – Details Entry Screen for a 225 Registrant without a Disposal Container

• A 225 Registrant with a Disposal Container will see a screen like the one below.

			DRUG ENFORCEMEN	
	DIVERS	SION CC	NIROL L	141510
Direction Control Division				
ft Loss Chemica	al / Drug / Disposal De	etails Entry		
		10.000		
Add Chemical Entry	Add NDC Chemical Entry	Add NDC Drug Entry	Add Disposal Container Entry	NDC Lookup
Add Chemical Entry	Add NDC Chemical Entry	Add NDC Drug Entry	Add Disposal Container Entry	NDC Lookup
Add Chemical Entry Previous Next	Add NDC Chemical Entry	Add NDC Drug Entry	Add Disposal Container Entry	NDC Lookup

Figure 14 – Details Entry Screen for a 225 Registrant with a Disposal Container

- The **Add Chemical** button will display Figure 19 in Section 5.1 on page 19.
- The Add NDC Chemical Entry button will display Figure 25 in Section 5.2 on page 22.
- The **Add NDC Drug Entry** button will display Figure 29 in Section 5.3 on page 25.
- The **Add Disposal Container** button will display Figure 32 in Section 5.4 on page 27.
- The **NDC Lookup** button will display Figure 36 in Section 5.5 on page 29.

#### 4.3 363 Registrants

After completing the **Report Details** section:

• A 363 Registrant without a Disposal Container will see a screen like the one below.

	U.S. DEPARTMENT OF JUSTICE * DRUG ENFORCEME DIVERSION CONTROL	
Theft Loss Chemica Add NDC Drug Entry	Cal / Drug / Disposal Details Entry	
Previous Next	đ	Cancel Logout

Figure 15 – Details Entry Screen for a 363 Registrant without a Disposal Container

- A 363 Registrant with a Disposal Container will see a screen like Figure 15 but with the **Add Disposal Container Entry** button as shown in Figure 14.
  - The **Add NDC Drug Entry** button will display Figure 29 in Section 5.3 on page 25.
  - The **Add Disposal Container Entry** button will display Figure 32 in Section 5.4 on page 27.
  - The **NDC Lookup** button will display Figure 36 in Section 5.5 on page 29.

### 4.4 510 Registrant

After completing the **Report Details** section, a 510 Registrant will see a screen like the one below.

	U.S. DEPARTMENT		DIVISION
Theft Loss Chemica Add Chemical Entry	I / Drug / Disposal Deta Add NDC Chemical Entry	ails Entry NDC Lookup	
Previous Next			 Cancel Logout

Figure 16 – Details Entry Screen for a 510 Registrant

- The **Add Chemical Entry** button will display Figure 19 in Section 5.1 on page 19.
- The **Add NDC Chemical Entry** button will display Figure 25 in Section 5.2 on page 22.
- The **NDC Lookup** button will display Figure 36 in Section 5.5 on page 29.

### 4.5 CMEA Only Registrant

After completing the **Report Details** section, a CMEA Only Registrant will see a screen like the one below.

	S. DEPARTMENT			
Theft Loss Chemical / D	NDC Lookup	ils Entry		
Previous Next			Cancel	Logout

Figure 17 – Details Entry Screen for a CMEA Only Registrant

- The **Add NDC Chemical Entry** button will display Figure 25 in Section 5.2 on page 22.
- The **NDC Lookup** button will display Figure 36 in Section 5.5 on page 29.

#### 4.6 List II Chemical Reporter

After completing the **Report Details** section, a List II Chemicals Reporter will see a screen like the one below.

	U.S. DEPARTMENT OF JUSTICE		
Theft Loss Chemica Add Chemical Entry	I / Drug / Disposal Details Entry		
Previous Next		Can	el Logout

Figure 18 – Details Entry Screen for a List II Chemical Reporter

• The **Add Chemical Entry** button will display Figure 19 in Section 5.1 on page 19.

# 5.0 Report Details Entry

Each section below will show what happens when you click on one of the buttons on your registration-specific Details Entry Screen in Section 4.0.

**Note:** For simplicity, the upper part of your screen showing the Details Entry Screen buttons is not displayed in this section. Only the lower part of the screen specific to the clicked button displays here.

## 5.1 Add Chemical Entry

If you clicked on the Add Chemical Entry button, the screen below will display.

			Cancel	Logout
hemical Entry				
				0
List of Chemicals	- Select Chemical -	•	Sort By Chemical Name	Sort by Chemical Code
Package Form *	- Select Package Form -			
Total Quantity Lost / Stolen *				
Units for Quantity Lost / Stolen *	- Select Units -			
Save Cancel				

Figure 19 - Add Chemical Entry Screen

Click on the arrow for the top dropdown list to display, and then choose a chemical to report.

		Cancel	Logout
hemical Entry			0
ist of Chemicals	- Select Chemical -	Sort By Chemical Name	Sort by Chemical Code
Package Form *	8502.000 3,4-METHYLENEDIOXYPHENYL-2-PROPANONI		
Total Quantity Lost / Stolen *	8519.000 ACETIC ANHYDRIDE 6532.000 ACETONE		
Jnits for Quantity Lost / Stolen *	8530.000 ANTHRANILIC ACID 8256.000 BENZALDEHYDE 8570.000 BENZYL CHLORIDE		

Figure 20 – Chemicals sorted by Name

#### **Note:** Only the chemicals relevant to your registration will display.

hemical Entry				
,			~	_
List of Chemicals	- Select Chemical -	-	Sort By Chemical	Sort by Chemical
	- Select Chemical -	~	Name	Code
Package Form *	1225.000 PHENYLPROPANOLAMINE (NOREPHEDRINE)			
fotal Quantity Lost / Stolen *	1225.CP CP PHENYLPROPANOLAMINE			
Units for Quantity Lost / Stolen *	2011.000 GBL (GAMMA-BUTYROLACTONE) 2704.000 PIPERIDINE			
Save Cancel	6532.000 ACETONE			
tenestensiner texestensioolilit	6545.000 HYDROCHLORIC ACID	~		

Figure 21 - Chemicals sorted by Code

 $Click \ on \ the \ chemical \ you \ want \ to \ report.$ 

				Cancel	Logout
hemical Entry					
list of Chemicals	8519.000 ACETIC ANHYDRIE	DE	×	Sort By Chemical Name	Sort by Chemical Code
Package Form *	- Select Package Form -	-			
Total Quantity Lost / Stolen * Units for Quantity Lost / Stolen *	- Select Package Form - BOTTLE(S) BOX(ES)	^			
Save Cancel	BRICK(S) CARTON(S)				
	CASE(S) CYLINDER(S) DRUM(S)	~			

Figure 22 - Select Packaging

Click on the dropdown arrow for **Package Form**, and make a selection.

		 Cancel Logout
hemical Entry		
List of Chemicals	8519.000 ACETIC ANHYDRIDE	Sort By     Sort by     Chemical     Name     Code
Package Form *	DRUM(S) *	
Total Quantity Lost / Stolen *	1.000000	
Units for Quantity Lost / Stolen *	- Select Units -	
Save Cancel	- Select Units - mg KG	

Figure 23 - Select Units

Click on the dropdown arrow for **Units**, make a selection, and then click on **Save**.

I LE		NT OF JUSTICE *		OL DIVISION	
Theft Loss Chemical / Dru Add Chemical Entry Add N	g / Disposal D				
		Reported	Lost or Stolen C	hemicals	
Trader Name of Listed Chemical	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (mg or KG)	
ACETIC ANHYDRIDE	8519.000	ACETIC ANHYDRIDE	DRUM(S)	1 KG	Edit Delete
Previous Next	I Chemicals stolen	or lost \$			Cancel Logout

Figure 24 – A Chemical Added to the Report

**Note:** As stated in Section 4.0, only those buttons applicable to your registration will display.

Here you should review the displayed information.

To add something more, click on the appropriate button. If nothing more need be **added**, **deleted**, or **edited**, enter the **Total Purchase Value**, and click on the **Next** button. The **Report Summary** will display Figure 39 in Section 6.1 on page 31.

### 5.2 Add NDC Chemical Entry

If you click on the Add NDC Chemical Entry button, the screen below will display.

NDC # *	Validate
DC Description	
emical Code	
otal Quantity Lost or St	slen *
nits for Quantity Lost or tolen *	- Select Units -
Save Cancel	

Figure 25 - Add NDC Chemical Entry Screen

To add an NDC Chemical entry, enter the NDC Chemical Number, and click on Validate.

NDC#*	00024028016	Validate
NDC Description	BRONCHOLATE SYRUP	
Chemical Code	8113	
Total Quantity Lost or Stolen *		
Units for Quantity Lost or Stolen *	- Select Units - *	
Save Cancel		

Figure 26 - NDC Chemical Number Validated

Add the Total Quantity Lost or Stolen.

NDC#*	00024028016	Validate		
IDC Description	BRONCHOLATE SYRUP			
Chemical Code	8113			
Fotal Quantity Lost or Stolen *	3.000000			
Inits for Quantity Lost or Itolen *	- Select Units -			
Save Cancel	- Select Units -			
	mg			
	KG			

Figure 27 - Select the Units

Select the **units**, then click on **Save**.

			USTICE * DRUGEN N CONTR		NT ADMINISTRATION	
Theft Loss Chemical / E	Drug / Dispos		ntry Lookup			
Pad onemical Entry		Liny NDC	Reported Lost or Stolen NDC	Chemicals		
Trader Name of Listed Chemical	NDC #	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (MG or KG)	
BRONCHOLATE SYRUP	00024028016	8113	GUAIFENESIN/EPHEDRINE HCL	SYRUP	3 KG	Edit Delete
Total Purchase Value of Contro Previous Next	olled Chemicals st	olen or lost \$			Car	icel Logout

Figure 28 – An NDC Chemical Added to the Report

**Note:** As stated in Section 4.0, only those buttons applicable to your registration will display.

Here you should review the displayed information.

To add something more, click on the appropriate button. If nothing more need be **added**, **deleted**, or **edited**, enter the **Total Purchase Value**, and click on the **Next** button. The **Report Summary** will display Figure 39 in Section 6.1 on page 31.

### 5.3 Add NDC Drug Entry

If you clicked on the **Add NDC Drug Entry** button, the screen below will display.

NDC # *		Validate
Total Quantity Lost or Stolen *		
Save Cancel		

Figure 29 - Add NDC Drug Entry Screen

Enter the NDC Drug Number, and click on Validate.

rug Entry		
NDC # *	60432054104	Validate
Total Quantity Lost or Stolen *		
NDC Product Details:		
Trade Name	MYTUSSIN DAC SYRUP	
Schedule	5	2
Dosage	ML	8
Dosage Strength	30 MG-10 MG-100 MG/5 ML	(SYRUP)
Save Cancel		

Figure 30 – Validated NDC Drug Entry

Enter the **Total Quantity**, and click on **Save**.

		ERSION C				
heft Loss Chemic		isposal Details Entry nemical Entry Add NDC Drug Entry		al Container E	ntry NDC Look	up
		Reported Lost or Stolen Cor	ntrolled Substanc	es		
Trader Name of Substance or Preparation	NDC #	Generic Name	Dosage Strength	Package Form	Total Quantity Lost or Stolen	
MYTUSSIN DAC SYRUP	60432054104	PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN	30 MG-10 MG- 100 MG/5 ML	SYRUP	50 ML	Edit Delete
Total Purchase Value of Previous Nex		ances stolen or lost \$			Cancel	Logout

Figure 31 – An NDC Drug Entered to the Report

**Note:** As stated in Section 4.0, only those buttons applicable to your registration will display.

Here you should review the displayed information.

To add something more, click on the appropriate button. If nothing more need be **added**, **deleted**, or **edited**, enter the **Total Purchase Value**, and click on the **Next** button. The **Report Summary** will display Figure 39 in Section 6.1 on page 31.

### 5.4 Add Disposal Container Entry

If you clicked on the **Add Disposal Container Entry** button, the screen below will display.

Consideration		addenned bee		Network Concerns and Concerns	-			
			Report	ed Lost or Stolen	Controlled Substand	ces		
of r	NDC # Ge		neric Name	ric Name Dosage Package Strength Form		Total Quantity Lost or Stolen		
	604	32054104	054104 PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN		30 MG-10 MG- 100 MG/5 ML SYRUP		50 ML	
ilue of	Contr		tances stolen or Stolen Mail-B	ack or Inner Liner	s Item			
Next		Item Type		- Select -	-			
		Unique Identification #					Cancel	
		Size of	Inner Liner					
		Total Q Stolen	uantity Lost /					
		Save	e Cancel					
		2						
		101						

Figure 32 - Add Disposal Container Screen

Click on the Item Type dropdown.

Item Type     - Select -       Unique Identification #     - Select -       Size of Inner Liner     Mail-back Package       Total Quantity Lost /     Inner Liner	ł	Lost or	Stolen Mail-Back	or Inner Liners Iter	n	
Size of Inner Liner Total Quantity Lost /	L	Item Ty	pe	- Select -	-	
Total Quantity Lost / Inner Liner	L	Unique	Identification #	- Select -		
Total Quantity Lost /		Size of	Inner Liner		age	
	l			Inner Liner		
Save Cancel	L	Save	Cancel			

Figure 33 - Select Disposal Container Type

Select the Disposal Container Type.

tem Type	Mail-back Package	-	
Unique Identification #	1234567		
Size of Inner Liner			
Total Quantity Lost / Stolen *	1		
Save Cancel			

Figure 34 - Add Disposal Container details.

Add Disposal Container ID #, Size of Inner Liner, and total Quantity. Click on **Save**.

**Note:** The Unique ID # is required. Size of Inner Liner is only required for an Inner Liner.

	mical / Drug / Disp	Osal Details E		NTF	ROL D	
Add Chemical Er	try Add NDC Chemi		NDC Drug Entry	•	al Container Entry	NDC Lookup
Loss Trees	I lainea Islandfand 4		ack or Inner Liner		bien List	
Loss Type		Inner Liner Size	Total Quantity Los	t or stolen		
Mail-back Package	1234567		1		Edit Delete	
	a Long-Term Care Facility Next	r 🔾 Yes 🌘 I	No			Cancel Lopout

Figure 35 - A Disposal Container Entered to the Report

**Note**: If you are a Long-Term Care Facility, click the correct radio button.

**Note:** As stated in Section 4.0, only buttons applicable to your registration will display.

You should review the information displayed.

To add something more, click on the appropriate button. If nothing more need be **added**, **deleted**, or **edited**, click on the **Next** button. The **Report Summary** will display Figure 39 in Section 6.1 on page 31.

### 5.5 NDC Lookup

If you clicked on the NDC Lookup button, the screen below will display.

DC Search Type 🛛	All NDC 💿 Chemical NDC 🤇	Drug NDC		
DC Number:		Submit Query		
Clear Text Filters				Clos
Clear Text Filters	NDC Sea	rch Results (Max 100 Retur	ned)	Close
Clear Text Filters	NDC Sea Trade Name / Generic Name	rch Results (Max 100 Retur	ned) Dosage	Clos Package Type / Size

Figure 36 – NDC Lookup Screen

- **Note:** The NDC Number fields must be blank when searching using **Text Filters**. However, the search results will show asterisks in the NDC Number fields.
- **Note**: When searching using asterisks/wild cards or Text Filters, the search results will display only the first 100 NDCs found in the NDC Dictionary. There may be other NDCs in the dictionary that match the search criteria, but they do not display.

	DIVERSION	CONT	ROI D	IVISION
	DITERSION	CONT		
Diversion Control Division				
C Search Tool				
C Search Tool				
ND0 0 1 T		100		
NDC Search Type				
A	60432 - 0541 - 04 Submi	t Query		
NDC Number:				
			nd will add them autor	natically to fill all 3 fields
" Wildcards may b	be used. The query will attempt to treat a '*' a	as a single character, a		
" Wildcards may b or example, *2 in		as a single character, a		
" Wildcards may b for example, *2 in recome *2*** and	be used. The query will attempt to treat a "" a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre	as a single character, a		the end, so *2* will
" Wildcards may b or example, *2 in	be used. The query will attempt to treat a "" a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre	as a single character, a		
" Wildcards may b for example, *2 in recome *2*** and	be used. The query will attempt to treat a "" a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre	as a single character, a	e given to wildcards a	the end, so *2* will
" Wildcards may b for example, *2 in recome *2*** and	be used. The query will attempt to treat a "" a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre	as a single character, a vever, preference will b eated as all **s.	e given to wildcards a	the end, so *2* will
" Wildcards may b for example, *2 in ecome *2*** and Clear Text Filters	be used. The query will attempt to treat a '*' a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre s NDC Search Res Trade Name / Generic Name	as a single character, a vever, preference will b eated as all **s.	e given to wildcards af	the end, so *2* will
" Wildcards may b for example, *2 in ecome *2*** and Clear Text Filters	be used. The query will attempt to treat a "" a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre a NDC Search Res	as a single character, a vever, preference will b eated as all **s.	e given to wildcards al	the end, so *2* will
" Wildcards may b for example, *2 in ecome *2*** and Clear Text Filters NDC Number	be used. The query will attempt to treat a "" a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre s NDC Search Res Trade Name / Generic Name MYTUSSIN DAC / PSEUDOEPHEDRINE	as a single character, a vever, preference will b eated as all <sup>w</sup> 's.	e given to wildcards af	the end, so *2* will Close Package Type / Size
* Wildcards may b for example, *2 in ecome *2*** and Clear Text Filters NDC Number 80432054104	be used. The query will attempt to treat a '*' a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre a NDC Search Res Trade Name / Generic Name MYTUSSIN DAC / PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN MYTUSSIN DAC / PSEUDOEPHEDRINE	as a single character, a vever, preference will b eated as all <sup>w</sup> s. sults (Max 100 Returne Ingredient Name CODEINE PHOS	e given to wildcards al d) Dosage 30 MG-10 MG-100 MG/5 ML 30 MG-10 MG-100	Package Type / Size
* Wildcards may b for example, *2 in ecome *2*** and Clear Text Filters NDC Number 80432054104	be used. The query will attempt to treat a '*' a the first (5 digit) field will become ****2. How 22 will become 22***. A blank field will be tre a NDC Search Res Trade Name / Generic Name MYTUSSIN DAC / PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN MYTUSSIN DAC / PSEUDOEPHEDRINE	as a single character, a vever, preference will b eated as all <sup>w</sup> s. sults (Max 100 Returne Ingredient Name CODEINE PHOS	e given to wildcards al d) Dosage 30 MG-10 MG-100 MG/5 ML 30 MG-10 MG-100	Package Type / Size

Figure 37 – Results of a Drug NDC search

	DIVERSION	I CONT	ROL DI	VISION
Diversion Control Division		_	_	
DC Search Tool				
NDC Search Type	🔘 All NDC 🏾 💿 Chemical NDC 🔅 Dr	ug NDC		
	00024 - 0280 - 16 Sub	mit Query		
NDC Number:	00024 - 0200 - 10 - 500	mit where a		
NDC Number:	00024 - 0200 - 10 300	int overy		
* Wildcards may be	e used. The query will attempt to treat a "	' as a single character, :		
*' Wildcards may be For example, *2 in t	Contraction ( Contraction ( Contraction ) ( Second )	as a single character, sowever, preference will l		
" Wildcards may be For example, *2 in t become *2*** and 2	e used. The query will attempt to treat a '*	as a single character, sowever, preference will l		the end, so *2* will
*' Wildcards may be For example, *2 in t	e used. The query will attempt to treat a '*	as a single character, sowever, preference will l		
" Wildcards may be For example, *2 in t become *2*** and 2	e used. The query will attempt to treat a " he first (5 digit) field will become ****2. Ht 2 will become 22***. A blank field will be t	as a single character, sowever, preference will l	be given to wildcards at f	the end, so *2* will
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* Wildcards may be For example, *2 in t become *2*** and 2 Clear Text Filters NDC Number	e used. The query will attempt to treat a '* he first (5 digit) field will become ****2. Ho 2 will become 22***. A blank field will be t NDC Search R Trade Name / Generic Name BRONCHOLATE /	* as a single character, owever, preference will treated as all **s. esults (Max 100 Return Ingredient Name	ed)	Close Package Type / Size

#### Figure 38 – Results of a Chemical NDC search

# 6.0 Report Finalization

### 6.1 Report Summary

emical and Drug	Theft/L	oss Report	t Summa	iry						
eft / Loss Details									Edit	Theft Loss
									Edit	Thert Loss
ate of Theft / Loss			05-16-2							
pe of theft / loss			Break-i	n/Burglary						
mber of Thefts and Lo: onths	sses in the	past 24	1							
st for Pharmaceuticals	or Mercha	ndise Taken	\$500							
tal Purchase Value of ( blen or lost	Controlled	Chemicals	\$250							
lice Report Filed			Yes							
lice Dept Name			HOMET	TOWN POLIC	EE					
lice Dept Phone			(444) 4	44 4444						
me of Responding Offi	icer		SGT SI	MITH						
lice Report number			123							
Increased employee Installed metal bars of Secured Controlled S	equipment monitoring or other set	curity on doors	nera) drug tests)	Provid Reque	5? led security train ested increased s security guards f nated employee	security p	atrols by Po	lice		
Increased employee Installed metal bars of Secured Controlled S Other mments	equipment monitoring or other see Substances	(e.g. video can (e.g. random o curity on doors within safe	nera) drug tests)	Provid Reque	led security train ested increased s security guards f	security p	atrols by Po	lice		
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Increased employee Installed metal bars of Secured Controlled S Other Amments TER MIDNIGHT ON A entifying Marks, Symbo 345	equipment monitoring or other set Substances A MOONL Is, Price C	(e.g. video can (e.g. random o curity on doors within safe ESS NIGHT odes (Controlle	nera) drug tests) or windows ed Substanc	Provid Reque Hired Termi	ded security train ested increased : security guards t nated employee	security p	atrols by Po	Nice		
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Increased employee Installed metal bars of Secured Controlled S Other TER MIDNIGHT ON A entifying Marks, Symbo 345 ficial Controlled Substa 345 st of Chemical / Drug Trader Name of Liste Chemical	equipment monitoring or other set Substances A MOONL Ils, Price C ance Order g / Dispos	(e.g. video can (e.g. random o ourity on doors a within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry	nera) drug tests) or windows ad Substanc wm 222) Nu	Provid Requise Hired Termi mbers (If Stol Reported C Name of Lis	ded security train ested increased is security guards f nated employee len) Chemical List sted Chemical ENEDIOXYPHEN	security p	Edit	Chemical	Total Quant	ity Lost or
Increased employee Installed metal bars of Secured Controlled S Other TER MIDNIGHT ON A entifying Marks, Symbo 345 ficial Controlled Substa 345 st of Chemical / Drug Trader Name of Liste Chemical	equipment monitoring or other set Substances A MOONL Ils, Price C ance Order g / Dispos	(e.g. video can (e.g. random ( curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry Chemical Co	nera) drug tests) or windows ad Substanc wm 222) Nu	Reported C Name of Lis 3,4-METHYLI 2-PROPANOL	ded security train ested increased security guards f nated employee len) Chemical List sted Chemical ENEDIOXYPHEN NE	security p ior premis	Edit	Chemical	Total Quant Stolen (MG	ity Lost or
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Increased employee Installed metal bars of Secured Controlled S Other Amments TTER MIDNIGHT ON J entifying Marks, Symbo (345) ficial Controlled Substa (345) st of Chemical / Drug Trader Name of Listed Chemical A-METHYLENEDIOXYI PROPANONE	equipment monitoring or other see Substances A MOONL Its, Price C ance Order a / Dispos ed PHEN 850	(e.g. video can (e.g. random ( ourity on doors a within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry Chemical Co 2.000	nera) drug tests) or windows ed Substanc mrm 222) Nu ode	Reported C Name of Lis 3.4-METHYLI 2-PROPANOL Reported Reported Reported Reported	ded security train ested increased security guards f nated employee len) Chemical List sted Chemical ENEDIOXYPHEN NE d NDC List Name of L Chemic PSEUDOEPHE HCL/CODEINE PHOS/GUAIFE	P BOTTLE isted al DRINE NESIN	Edit ackage For (S) Pack	Chemical m	Total Quant Stolen (MC 2 KG Total Qua Stolen (	ity Lost or 3 or KG) antity Lost or
Increased employee Installed metal bars of Secured Controlled S Other omments FTER MIDNIGHT ON / lentifying Marks, Symbo 2345 fficial Controlled Substa 2345 ist of Chemical / Drug Trader Name of Liste Chemical 3,4-METHYLENEDIOXYI 2-PROPANONE	equipment monitoring or other see Substances A MOONL Its, Price C ance Order a / Dispos ed PHEN 850	(e.g. video can (e.g. random ( ourity on doors a within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry Chemical Co 2.000 NDC # 1104	nera) drug tests) or windows ed Substanc mrm 222) Nu ode	Reported C Name of Lis 3.4-METHYLI 2-PROPANOI Reported ical Code	ded security train ested increased security guards in nated employee len) Chemical List sted Chemical ENEDIOXYPHEN NE d NDC List Name of L Chemic PSEUDOEPHE HCL/CODEINE PHOS/GUAIFE er Liners Lost of	P BOTTLE isted al DRINE NESIN	Edit ackage For (S) Pack SYRUP List	Chemical m age Form	Total Quant Stolen (MC 2 KG Total Qua Stolen (	ity Lost or 3 or KG) antity Lost or MG or KG)

Figure 39 – Theft/Loss Report Summary

**Note:** This registrant is reporting a chemical, drug, and a disposal container. Depending on your situation and registration, you might only have one or two of these.

Review the displayed information.

- If changes need to be made in the Theft/Loss Details, click on the **Edit Theft Loss** button. Go to Section 7.1.1 to see the procedure.
- If changes need to be made in the details of a chemical, drug, or disposal container, click on the **Edit Chemical/Drug/Disposal Detail** button. Go to Section 7.1.2 to see the procedure.
- If everything is correct, click on the **Next** button, and the following screen will display.

### 6.2 Signature

	VERSION CONT	ROL DIVISION
hemical and Drug Theft/Lo	ss Report Signature	
application is subject to a terr both. By typing my full name belo application is true and corre electronic DEA form only.	states that any person who knowingly or intentionally t m of imprisonment of not more than <u>4 years, and a fin</u> ow, I hereby certify that the foregoing information rect and understand that this constitutes an electro nust be certified by the registrant/regulated entity.	e under Title 18 of not more than \$250,000, or furnished on this electronic DEA onic signature for purposes of this
	if a partnership; or by an officer of the registrant/r	
registrant/regulated entity,		egulated charg, if a corporation, corporate
	or other entity. See 21 C.F.R § 1301.13(j) for more	
division, association, trust,		
division, association, trust, have read the above and understan	id. 🗹	
division, association, trust, have read the above and understan e-Signature (Full Name) *	JOHN J JONES	
division, association, trust, have read the above and understan e-Signature (Full Name) * Title *	Id.	
division, association, trust, have read the above and understan e-Signature (Full Name) * Title * Phone *	Id.	

Figure 40 – Report Signature Screen

Read the requirements. When you click on the checkbox, four fields will appear.

After you complete each field, click on **Save Report** and click on **Yes**, a screen similar to the one below will appear.

# 6.3 Report Displays

	ake a note of your Amendment Key and Theft/Loss Date. They are both required to access a Theft/Loss report in the future.
Down	load 106 Please download a copy of your 106 Report for your records.
	Report of Theft or Loss of Controlled Substances Drug Enforcement Administration
	OMB No. 1117-0001 (Exp. Date 10/31/2020) Diversion Control Diversion
	De of Report: (check one box only) 🛛 New Report 🖾 Amendment Key (prior report dated):
	Name of Registrant:
	Address:
	Point of Contact: JOHN J JONES
	Email Address: Phone No.: _444444444
Da	te of the Theft or Loss (or first discovery of theft or loss): May 15, 2019 Number of Thefts and Losses in the past 24 months: 1
Pri	ncipal Business of Registrant MANUF (BULK)
2.	Type of theft or loss: BREAK-INBURGLARY
3.	Loss in Transit. ("Fill out this section only if there was a loss in transit, or hijecking of transport vehicle.)
	Name of Common Carrier.
	Telephone Number of Common Carrier: Package Tracking Number:
	Have there been losses in transit from this same carrier in the past? No Yes (If yes, how many, excluding this thef or loss?):
	Was the package received and accepted by the consignee? INO Yes (If yes, the consignee is responsible for reporting the theff or loss.)
	Was the package received and accepted by the consignee? INO Yes (If yes, the consignee is responsible for reporting the theff or loss.)
Down	Was the package received and accepted by the consignee? No Yes (If yes, the consignee is responsible for reporting the theff or loss.) If the package was accepted by the consignee, did it appear to be tampered with? No Yes
Down	Was the package received and accepted by the consignee? No Yes (If yes, the consignee is responsible for reporting the theff or loss.) If the package was accepted by the consignee, did it appear to be tampered with? No Yes Name of Consignee / Supplier:

Figure 41 - Form 106 and 107 displays

**Note:** This registrant is reporting both a chemical and a drug. Depending on your registration and your situation, you will create a 106 or 107 report or both.

# 7.0 Amending, Printing, or Withdrawing a Report

When you click on **Amend or Print Existing Theft/Loss Reports** on Figure 3 in Section 2.1 on page 3, the screen below will display.

	s Reporting New and Existing Reports		ERSION CONTR	
emical and Drug Theft/Loss Reporting New and Existing Reports		Electrical Control Distance		
		emical and Drug Theft/Loss I	Reporting New and Existing Reports	
mendment Key*	0	mendment Key*		

Figure 42 – Specify Report

Enter the Amendment Key and Date of Loss. It is suggested that you use the calendar function to enter the proper date format.

Then click on the **Find Reports** button, and a screen similar to the one below will display.

		BIVISION
(1 of 1) 1	3 V	
Active - Amendment Ke	y: 898BK802WOIG	
Break-in/Burglary		Amend Report
0		Print Report
Chemical: 8502.000, 2 Lost NDC: 60432054104, 2 Lost Mail Back Package: 1 Lost		Withdraw Report
(1 of 1) 💿 💿 🚺	ee e 3 🗸	
	re the report is really new,	and not an amendment to an exist
	s Reporting New and Existing R 05-15-2019 (1 of 1) Active - Amendment Ke Break-in/Burglary 0 Chemical: 8502.000, 2 Lost NDC: 60432054104, 2 Lost Mail Back Package: 1 Lost (1 of 1)	(1 of 1) 1 3 ✓ Active - Amendment Key: 898BK802WOIG Break-in/Burglary 0 Chemical: 8502.000, 2 Lost NDC: 60432054104, 2 Lost Mail Back Package: 1 Lost (1 of 1) 1 3 ✓ a new report for this date. Please ensure the report is really new,

Figure 43 – Amend, Print, or Withdraw a Report

- **Note:** A chemical, a drug, and a disposal container are included in this report. Depending on your registration, and your situation, your report might have one, two, or all three of these.
  - Click on the Amend Report button, and a screen similar to the one below will display.
  - Click on the **Print Report** button, and a screen similar to the one in Section 7.2 will display.
  - Click on the **Withdraw Report** button, and a screen similar to the on in Section 7.3 will display.

# 7.1 Edit/Amend a Report

						_					
nemical and Drug	Theft/Le	oss Repor	t Summa	ary							
heft / Loss Details								Edit Theft Loss			
ate of Theft / Loss			05-15-	2019							
vpe of theft / loss				in/Burglary							
umber of Thefts and Los onths	sses in the	past 24	1								
ost for Pharmaceuticals of	or Merchar	ndise Taken	\$500	\$500							
otal Purchase Value of C tolen or lost	Controlled S	Substances	\$250								
otal Purchase Value of C tolen or lost	\$250										
olice Report Filed	Yes										
olice Dept Name		HOMETOWN POLICE (444) 444 4444									
olice Dept Phone											
lame of Responding Offic	SGT S	SMITH									
	equipment ( monitoring or other sec	(e.g. video can (e.g. random curity on doors	mera) drug tests)	Provid Reque s Hired s	? ed security train sted increased security guards nated employee	security p	atrols by Police				
Which corrective measure Installed monitoring en Increased employee r Installed metal bars of Secured Controlled S Other Comments AFTER MIDNIGHT ON A	equipment monitoring or other sec Substances A MOONL	(e.g. video can (e.g. random surity on doors within safe ESS NIGHT	event a futu mera) drug tests) or window	Provid Reque s Hired s Termin	ed security train sted increased security guards	security p	atrols by Police				
Which corrective measure Installed monitoring en Increased employee r Installed metal bars of Secured Controlled S Other Comments AFTER MIDNIGHT ON A dentifying Marks, Symbol	equipment monitoring or other sec Substances A MOONL	(e.g. video can (e.g. random surity on doors within safe ESS NIGHT	event a futu mera) drug tests) or window	Provid Reque s Hired s Termin	ed security train sted increased security guards	security p	atrols by Police				
Which corrective measure Installed monitoring e- Increased employee r Installed metal bars of Secured Controlled S Other Comments AFTER MIDNIGHT ON A dentifying Marks, Symbol (2345)	equipment ( monitoring or other sec Substances A MOONL Is, Price Co	(e.g. video car (e.g. random ourity on doors within safe ESS NIGHT odes (Controlle	event a futu mera) drug tests) e or window ed Substan	s Provid Reque Hired s Termin	ed security train sted increased security guards nated employee	security p	atrols by Police				
Which corrective measure Installed monitoring en Increased employee in Installed metal bars of Secured Controlled S Other Comments FTER MIDNIGHT ON A dentifying Marks, Symbol 2345 Official Controlled Substar 2345	equipment ( monitoring or other sec Substances A MOONL Is, Price Co ince Order	(e.g. video car (e.g. random curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo	event a futu mera) drug tests) e or window ed Substan	s Provid Reque Hired s Termin	ed security train sted increased security guards nated employee	security p	atrols by Police ies	l/Drug/Disposal Details			
Which corrective measure Installed monitoring en Increased employee in Installed metal bars of Secured Controlled S Other Comments FTER MIDNIGHT ON A dentifying Marks, Symbol 2345 Official Controlled Substar 2345	equipment ( monitoring or other sec Substances A MOONL Is, Price Co ince Order	(e.g. video car (e.g. random curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo	event a futu mera) drug tests) e or window ed Substan	ce only)	ed security train sted increased security guards nated employee en)	security p	atrols by Police ies	/Drug/Disposal Details			
Which corrective measure Installed monitoring en Increased employee in Installed metal bars of Secured Controlled Si Other Comments FTER MIDNIGHT ON A dentifying Marks, Symbols 2345 Official Controlled Substar 2345 ist of Chemical / Drug	equipment i monitoring or other sec Substances A MOONL Is, Price Co Is, Price Co Is, Order J Dispos	(e.g. video can (e.g. random o curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry	event a futu mera) drug tests) o or window ed Substan	Provid Reque Hired s Termin nce only) umbers (If Stole	ed security train ested increased security guards hated employee en)	security p for premis	etrols by Police es Edit Chemica				
Mich corrective measure Installed monitoring e- Increased employeer Installed metal bars of Secured Controlled Si Other Comments AFTER MIDNIGHT ON A dentifying Marks, Symbol (2345) Official Controlled Substar (2345) Controlled Substar (2345) Trader Name of Lister Chemical 3,4-METHYLENEDIOXYP	equipment i monitoring or other sec substances A MOONL Is, Price Co nice Order J / Dispos d	(e.g. video can (e.g. random o curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry Chemical Co	event a futu mera) drug tests) o or window ed Substan	Reque s Hired 3 Termin nce only) umbers (If Stole Reported C Name of Lis 3,4-METHYLE	ed security train ested increased security guards i nated employee en) hemical List ted Chemical ENEDIOXYPHEN	security p for premis	Edit Chemica	Total Quantity Lost or Stolen (MG or KG)			
Mich corrective measure Installed monitoring e- Increased employee r Installed metal bars of Secured Controlled S Other Comments AFTER MIDNIGHT ON A dentifying Marks, Symbol 12345 Dificial Controlled Substar 12345 List of Chemical / Drug Trader Name of Lister Chemical	equipment i monitoring or other sec substances A MOONL Is, Price Co nice Order J / Dispos d	(e.g. video can (e.g. random o curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry	event a futu mera) drug tests) o or window ed Substan	ce only) Umbers (If Stole Reported C Name of Lis	ed security train ested increased security guards i nated employee en) hemical List ted Chemical ENEDIOXYPHEN	security p for premis	Edit Chemica	Total Quantity Lost or			
Which corrective measure Installed monitoring en Increased employee of Increased employee of Increased employee of Increased employee of Secured Controlled Sub- Other Comments FTER MIDNIGHT ON A dentifying Marks, Symbol 2345 Official Controlled Substar 2345 Official Controlled Substar 2345 Difficial Controlled Substar 2345	equipment i monitoring or other sec substances A MOONL Is, Price Co nice Order J / Dispos d	(e.g. video can (e.g. random o curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry Chemical Co	event a futu mera) drug tests) or window ed Substan orm 222) Nr	Reported C Name of Lis 2-PROPANON	ed security train ested increased security guards i nated employee en) hemical List ted Chemical ENEDIOXYPHEN	precurity p for premis P BOTTLE	Edit Chemica	Total Quantity Lost or Stolen (MG or KG)			
Which corrective measure Installed monitoring en Increased employee r Installed metal bars of Secured Controlled Si Other Comments FTER MIDNIGHT ON A dentifying Marks, Symbols 2345 Official Controlled Substar 2345 List of Chemical / Drug Trader Name of Lister Chemical 3,4-METHYLENEDIOXYP	equipment i monitoring or other sec substances A MOONL Is, Price Co nice Order a / Dispos d PHEN 8502	(e.g. video can (e.g. random o curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry Chemical Co	event a futu mera) drug tests) e or window ed Substan orm 222) Nr ode Rep	Reported C Name of Lis 2-PROPANON	ed security train ested increased security guards hated employee en) themical List ted Chemical ENEDIOXYPHEN NE	pecurity p for premis P BOTTLE List	Edit Chemica	Total Quantity Lost or Stolen (MG or KG) 2 KG			
Mich corrective measure Installed monitoring en Installed monitoring en Increased employee in Installed metal bars of Secured Controlled Si Other Comments AFTER MIDNIGHT ON A dentifying Marks, Symbol (2345) Official Controlled Substar (2345) Controlled Substar (2345) Trader Name of Lister Chemical 3,4-METHYLENEDIOXYP 2-PROPANONE	equipment i monitoring or other sec substances A MOONL Is, Price Co nice Order a / Dispos d PHEN 8502	(e.g. video car (e.g. random o curity on doors within safe ESS NIGHT odes (Controlle Form (DEA Fo al entry Chemical Co 2.000	event a futu mera) drug tests) e or window ed Substan orm 222) Nr ode Rep Genr PSEUDO HCUCOT	Reported C Name of Lis 3,4-METHYLE 2-PROPANOP orted Controll eric Name	ed security train rated increased security guards i nated employee en) themical List ted Chemical ENEDIOXYPHEN VE ed Substances	P BOTTLE List rength	Edit Chemica ackage Form (S)	Total Quantity Lost or Stolen (MG or KG) 2 KG Total Quantity Lost or			
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Increased employee r Installed metal bars of Secured Controlled S Other Comments AFTER MIDNIGHT ON A Identifying Marks, Symbol 12345 Official Controlled Substar 12345 List of Chemical / Drug Trader Name of Lister Chemical 3,4-METHYLENEDIOXYP 2-PROPANONE Trader Name of Substance or Preparation MYTUSSIN DAC	equipment i monitoring or other sec substances A MOONL Is, Price Co nice Order a/ Dispos d PHEN 8502	(e.g. video car (e.g. random of curity on doors within safe ESS NIGHT odes (Controlle Form (DEA For al entry Chemical Co 2.000 NDC # 1104 Re	event a futu mera) drug tests) o or window ed Substan orm 222) No ode Rep Geno HCUCOT PHOS/GI	Reported C Name of Lis 3.4-METHYLE 2-PROPANON orted Controll eric Name EPHEDRINE DEINE UAIFENESIN il-Back or Inne	ed security train ested increased security guards hated employee en) themical List ted Chemical ENEDIOXYPHEN VE ed Substances Dosage St 30 MG-10 MG MG/5 ML	P BOTTLE List 100	Edit Chemica Edit Chemica ackage Form (S) Package Form SYRUP List	Total Quantity Lost or Stolen (MG or KG) 2 KG Total Quantity Lost or Stolen			

Figure 44 - Amend Reports Screen

**Note:** This registrant is reporting a chemical, a drug, and a disposal container. Depending on your registration and your situation, you may have one, two, or all three of these.

- To edit or amend Theft/Loss Details, click on the **Edit Theft Loss** button, and a screen similar to the one in Section 7.1.1 below will display.
- To edit or amend details about the chemical, drug, and/or disposal container, click on the **Edit Chemical/Drug/Disposal Details** button, and a screen similar to the one in Section 7.1.2 below will display.
- If no changes are necessary, click on the **Next** button, and the Signature Page, Figure 40, will display. Follow the procedure described in Section 6.2.

f theft / loss Employee Theft (or Suspected)  r of Thefts and Losses in the past 24  r of Theft (or Suspected)  No  Report Filed *					
FTheft / Loss * 05-14-2019  Theft / Loss * 05-14					
ftheft / loss   ftheft / loss   r of Thefts and Losses in the past 24   *   acceuticals or Merchandise Taken?   s (Est Value)   No   Report Filed * Yes No ave indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below. Dept Name * HOMETOWN POLICE Dept Phone * (655) 555-5555 of Responding Officer Report number (1234 corrective measure(s) have you taken to prevent a future theft or loss? stalled monitoring equipment (e.g. video camera) corrective measure(s) have you taken to prevent a future theft or loss? stalled monitoring (e.g. random drug tests) careade employee monitoring (e.g. random drug tests) transfer Security guards for premises coursed Controlled Substances within safe her be how theft or loss occurred. R MIDNIGHT ON A MOONLESS NIGHT ing Marks, Symbols, Price Codes (Controlled Substance only)	emical and Drug Theft/Loss Rep	rt Details			
er of Theffs and Losses in the past 24  *  aceuticals or Merchandise Taken?  s (Est Value) No  Report Filed *  Yes No  ave indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.  Dept Name *  HOMETOWN POLICE  Dept Phone *  (555) 555-5555  of Responding Officer SGT SMITH  Report number  1234  corrective measure(s) have you taken to prevent a future theff or loss?  stalled monitoring equipment (e.g. video camera)  Forvided security training to staff Requested increased security partols by Police Hired security guards for premises  torred Controlled Substances within safe her be how theft or loss occurred. R MIDNIGHT ON A MOONLESS NIGHT  ing Marks, Symbols, Price Codes (Controlled Substance only)	ate of Theft / Loss *	05-14-2019			
a	ype of theft / loss	Employee Theft (or Suspected)	*		
aceuticals or Merchandise Taken? s (Est Value) No Report Filed * Yes No ave indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below. Dept Name * HOMETOWN POLICE Dept Phone * (555) 555-5555 of Responding Officer SGT SMITH Report number 1234 corrective measure(s) have you taken to prevent a future theft or loss? trateled monitoring (e.g. random drug tests) talled monitoring (e.g. random drug tests) talled monitoring (e.g. random drug tests) talled monitoring (substances within safe her her her her her her her he	umber of Thefts and Losses in the past 24 onths *	1			
Report Filed *       Yes       No         ave indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.         Dept Name *       HOMETOWN POLICE         Dept Phone *       (555) 555-5555         of Responding Officer       SGT SMITH         Report number       1234         corrective measure(s) have you taken to prevent a future theft or loss?       Provided security training to staff         stalled monitoring equipment (e.g. video camera)       Provided security training to staff         preased employee monitoring (e.g. random drug tests)       Requested increased security patrols by Police         stalled metal bars or other security on doors or windows       Requested increased security patrols by Police         her       Terminated employee         be how theft or loss occurred.       Terminated employee         R MIDNIGHT ON A MOONLESS NIGHT       Image: Additional controlled Substance only	harmaceuticals or Merchandise Taken?				
ave indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.  Dept Name * HOMETOWN POLICE Dept Phone * (555) 555-555 of Responding Officer SGT SMITH Report number 1234 corrective measure(s) have you taken to prevent a future theft or loss? stalled monitoring equipment (e.g. video camera) reased employee monitoring (e.g. random drug tests) stalled metal bars or other security on doors or windows stalled metal bars or other security on doors or windows toured Controlled Substances within safe her be how theft or loss occurred. R MIDNIGHT ON A MOONLESS NIGHT img Marks, Symbols, Price Codes (Controlled Substance only)	Yes (Est Value) 💫 No				
ave indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.  Dept Name * HOMETOWN POLICE Dept Phone * (555) 555-555 of Responding Officer SGT SMITH Report number 1234 corrective measure(s) have you taken to prevent a future theft or loss? stalled monitoring equipment (e.g. video camera) reased employee monitoring (e.g. random drug tests) stalled metal bars or other security on doors or windows stalled metal bars or other security on doors or windows toured Controlled Substances within safe her be how theft or loss occurred. R MIDNIGHT ON A MOONLESS NIGHT img Marks, Symbols, Price Codes (Controlled Substance only)	00				
Dept Name *       HOMETOWN POLICE         Dept Phone *       (655) 555-5555         of Responding Officer       SGT SMITH         Report number       1234         corrective measure(s) have you taken to prevent a future theft or loss?       stalled monitoring equipment (e.g. video camera)         creased employee monitoring (e.g. random drug tests))       Provided security training to staff         creased employee monitoring (e.g. random drug tests))       Requested increased security patrols by Police         atalled metal bars or other security on doors or windows       Hired security guards for premises         course Controlled Substances within safe       Terminated employee         her       E         be how theft or loss occurred.       R         R MIDNIGHT ON A MOONLESS NIGHT       Image: Controlled Substance only)	olice Report Filed *	💿 Yes 🔘 No			
of Responding Officer SGT SMITH Report number 1234 corrective measure(s) have you taken to prevent a future theft or loss? stalled monitoring equipment (e.g. video camera) stalled monitoring (e.g. random drug tests) stalled metal bars or other security on doors or windows stalled metal bars or other security on doors or windows stalled metal bars or other security on doors or windows tared Controlled Substances within safe be how theft or loss occurred. R MIDNIGHT ON A MOONLESS NIGHT aracters remaining ring Marks, Symbols, Price Codes (Controlled Substance only)	olice Dept Name *				
Report number		<u> </u>			
corrective measure(s) have you taken to prevent a future theft or loss? stalled monitoring equipment (e.g. video camera) Provided security training to staff creased employee monitoring (e.g. random drug tests) stalled metal bars or other security on doors or windows coured Controlled Substances within safe her be how theft or loss occurred. R MIDNIGHT ON A MOONLESS NIGHT aracters remaining ring Marks, Symbols, Price Codes (Controlled Substance only)			н		
stalled monitoring equipment (e.g. video camera) reased employee monitoring (e.g. random drug tests) stalled metal bars or other security on doors or windows scured Controlled Substances within safe her be how theft or loss occurred. R MIDNIGHT ON A MOONLESS NIGHT aracters remaining ring Marks, Symbols, Price Codes (Controlled Substance only)	alice Report number				
R MIDNIGHT ON A MOONLESS NIGHT					
aracters remaining ring Marks, Symbols, Price Codes (Controlled Substance only)	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando	orevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards	security patrols by Po for premises	ice	
ring Marks, Symbols, Price Codes (Controlled Substance only)	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred.	orevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards	security patrols by Po for premises	ice	
ring Marks, Symbols, Price Codes (Controlled Substance only)	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other	orevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards	security patrols by Po for premises	ice 	
ring Marks, Symbols, Price Codes (Controlled Substance only)	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred.	orevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards	security patrols by Po for premises	ice	
EFG	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. FTER MIDNIGHT ON A MOONLESS NIGHT	orevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards	security patrols by Po for premises	ice	
~	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. FTER MIDNIGHT ON A MOONLESS NIGHT 8 characters remaining	orevent a future theft or loss? amera) Provided security train n drug tests) Requested increased rs or windows Hired security guards Terminated employee	security patrols by Po for premises	ice	
~	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. FTER MIDNIGHT ON A MOONLESS NIGHT 8 characters remaining	orevent a future theft or loss? amera) Provided security train n drug tests) Requested increased rs or windows Hired security guards Terminated employee	security patrols by Po for premises	ice	
	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. IFTER MIDNIGHT ON A MOONLESS NIGHT 8 characters remaining entifying Marks, Symbols, Price Codes (Control	orevent a future theft or loss? amera) Provided security train n drug tests) Requested increased rs or windows Hired security guards Terminated employee	security patrols by Po for premises		
	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. IFTER MIDNIGHT ON A MOONLESS NIGHT 8 characters remaining entifying Marks, Symbols, Price Codes (Control	orevent a future theft or loss? amera) Provided security train n drug tests) Requested increased rs or windows Hired security guards Terminated employee	security patrols by Po for premises		
al Controlled Substance Order Forms (DEA-222) were stolen, give numbers	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. FTER MIDNIGHT ON A MOONLESS NIGHT R characters remaining entifying Marks, Symbols, Price Codes (Contr BCDEFG	erevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards Terminated employee	security patrols by Po for premises	ice	
^	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. FTER MIDNIGHT ON A MOONLESS NIGHT R characters remaining entifying Marks, Symbols, Price Codes (Contr BCDEFG	erevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards Terminated employee	security patrols by Po for premises	ice	
	hich corrective measure(s) have you taken to Installed monitoring equipment (e.g. video Increased employee monitoring (e.g. rando Installed metal bars or other security on do Secured Controlled Substances within safe Other escribe how theft or loss occurred. FTER MIDNIGHT ON A MOONLESS NIGHT R characters remaining entifying Marks, Symbols, Price Codes (Contr BCDEFG	erevent a future theft or loss? amera) I Provided security train n drug tests) Requested increased rs or windows Hired security guards Terminated employee	security patrols by Po for premises	ice	

### 7.1.1 Edit/Amend Theft/Loss Report Details

Figure 45 - Edit Theft/Loss Details

Make any necessary changes in the screen above. Then click on the **Next** button.

The Amend Reports Screen will redisplay similar to Figure 44 above but with the edits you have made. Click on the **Next** button, and the signature page will display. Follow the procedure in Section 6.2.

# 7.1.2 Edit/Amend the Details of a Theft or Loss of a Chemical, a Drug, or a Disposal Container

<u></u>		DIV	ER	SIO	N CC	DNTF	ROL	D	VISI	ON
								_		
heft Loss Che	mica	l / Drug / Di	sposal	Details E	ntry					
Add Chemical Er	ntry	Add NDC Ch	emical Er	ntry Add	NDC Drug Entry	Add Dispos	al Container E	ntry	NDC Lookup	]
				Report	ed Lost or Stole	n Chemicals				
Trader Name of	Listed	Chemical	Chemi Code		Name of Listed C	hemical	Package Form		Quantity Lost blen (mg or KG)	
,4-METHYLENEDI PROPANONE	OXYP	HENYL-2-	8502.00		THYLENEDIOXYF NONE	PHENYL-2-	BOTTLE (S)	2 KG		Edit Delete
fotal Purchase Valu	ue of C	ontrolled Chem	cals stole	en or lost \$	250					
			F	eported Los	st or Stolen Cont	rolled Substa	nces			
Trader Name o Substance or Preparation		NDC #		Generic I	Name	Dosage Strength	Package Form		tal Quantity st or Stolen	
IYTUSSIN DAC		60432054104	HCL/CC	OEPHEDRIN DDEINE GUAIFENESI		30 MG-10 MG 100 MG/5 ML	- SYRUP	2 M	L.	Edit Delete
Fotal Purchase Valu	ue of C	ontrolled Subst	ances sto	len or lost	\$ 250					
			Rep	orted Mail-B	ack or Inner Line	ers Lost or Ste	len List			
Loss Type	Uniq	ue Identifcation	# Inne	r Liner Size	Total Quantity L	ost or Stolen				
fail-back Package	1234	567			1		Edit De	elete	2	
Any theft or loss at a	a Long	-Term Care Fac	ility C	Yes 🍙 M	ło					
Previous	Next	1								

Figure 46 – Add, edit or delete a chemical, drug, and/or disposal container

**Note:** The screen shows all the ways this registrant can edit its report. Only buttons applicable to your specific registration will display.

To **add** a chemical, NDC drug, or disposal container:

- If you click on the **Add Chemical Entry** button, see Section 5.1, page 19 for the procedure.
- If you click on the **Add NDC Chemical Entry** button, see Section 5.2, page 22, for the procedure.
- If you click on the Add NDC Drug Entry button, see Section 5.3, page 25, for the procedure.
- If you click on the **Add Disposal Entry** button, see Section 5.4, page 27, for the procedure.
- If you click on the **NDC Lookup** button, see Section 5.5, page 29, for the procedure.

To **edit** information about an **existing** chemical, drug, or disposal container in a report:

- If you click on the **Edit** button in the **Reported Lost or Stolen Chemicals** section, go to Section 7.1.2.1, page 40.
- If you click on **Edit** button in the **Reported Lost or Stolen Controlled Substances** section, go to Section7.1.2.2, page 41.
- If you click on the **Edit** button in the **Reported Mail-Back or Inner Liners Lost or Stolen List**, go to Section 7.1.2.3, page 41.

To **delete** a chemical, drug, or disposal container in a report, see the next page:

- If you click on the **Delete** button in the **Reported Lost or Stolen Chemicals** section, go to Section 7.1.2.4, page 42.
- If you click on **Delete** button in the **Reported Lost or Stolen Controlled Substances** section, go to Section 7.1.2.5, page 43.
- If you click on the **Delete** button in the **Reported Mail-Back or Inner Liners Lost or Stolen List**, go to Section 7.1.2.6, page 44.

#### 7.1.2.1 Edit a Chemical

List of Chemicals	850	2.000 3,4-M	ETHYLENE	DIOXYPHENYL	-2-PROPANONE	Sort By Chemical Name	Sort by Chemical Code
Package Form *	BO	TTLE(S)		-			
Total Quantity Lost / Stolen *	2.0	00000					
Units for Quantity Lost / Stolen *	KG	1	-				
Save Cancel							

Figure 47 - Edit Chemical Entry

A screen similar to the one above displays to allow you to make edits to the chemical entry.

Make any edits necessary then click on the **Save** button and Figure 46 will redisplay with your edits.

- If you have additional edits, follow the procedure in Section 7.1.2
- If you have no additional edits, click on the **Next** button and Figure 44 will redisplay with your edits. Then click on the **Next** button and the signature page will display. Follow the procedure in Section 6.2.

		8502.000	PROPANONE	(S)	3 KG
lue of Co	Drug En	try			_
of	NDC #		60432054104	Validate	uantit
¢	Total Qu Stolen	uantity Lost or	2.00000		Stoler
	NDC Pr	oduct Details:			
	Trade N	lame	MYTUSSIN DAC SYRUP		
lue of Co	Schedu	le	5		
	Dosage		ML		
Uniqu	Dosage	Strength	30 MG-10 MG-100 MG/5 ML (SYRUE	P)	
12345	Save	Cancel			
t a Long-					

### 7.1.2.2 Edit a Controlled Substance

Figure 48 – Edit Drug Entry

A screen similar to the one above allows you to make edits to a drug entry.

Make any edits necessary, click on the Save button, and Figure 46 will redisplay with your edits.

- If you have additional edits, follow the procedure in Section 7.1.2.
- If you have no additional edits, click on the **Next** button, and Figure 44 will redisplay with your edits. Then click on the **Next** button, and the signature page will display. Follow the procedure in Section 6.2.

#### 7.1.2.3 Edit a Disposal Container

tem Type	Mail-back Package	
Unique Identification #	1234567	
Size of Inner Liner		
Fotal Quantity Lost / Stolen *	1	
Save Cancel		

Figure 49 – Edit a Mail-Back of Inner Liner Entry

A screen similar to the one above allows you to make edits to a disposal container entry.

Make any edits necessary, click on the Save button, and Figure 46 will redisplay with your edits.

- If you have additional edits, follow the procedure in Section 7.1.2
- If you have no additional edits, click on the **Next** button, and Figure 44 will redisplay with your edits. Then click on the **Next** button, and the signature page will display. Follow the procedure in Section 6.2.

#### 7.1.2.4 Delete/Undelete a Chemical

		עוט	ERS	510	NCC	DNT	RC		Divis	ION
				_			_	_		
heft Loss Che	mical	l / Drug / Di	sposal De	etails E	ntry					
Add Chemical Er		Add NDC Ch			NDC Drug Entry	Add Disp	osal Co	ntainer Entry	NDC Lookup	
				Report	ted Lost or Stole	n Chemicals	8			
Trader Name of	Listed	Chemical	Chemical Code	1	lame of Listed Ch	emical			tal Quantity Lost r Stolen (mg or KG)	
4 METHYLENED	OXYP	HENYL 2	8502.000	0, 1 mm	THYLENEDIOXYP	HENYL 2	BOT		G	Edit
ROPANONE				PROPA	NONE		(8)			Undelete
Fotal Purchase Val	ue of C	ontrolled Chem	icals stolen o	r lost \$	250					
			Rep	orted Lo	st or Stolen Cont	rolled Subst	ances			
Trader Name o Substance or Preparation		NDC #		Generic I	Name	Dosage Strength		Package Form	Total Quantity Lost or Stolen	
IYTUSSIN DAC		60432054104	PSEUDOEI HCL/CODE PHOS/GUA	INE	5x	30 MG-10 M 100 MG/5 M	-	SYRUP	3 ML	Edit Delete
Total Purchase Val	up of C	antrolled Subst			\$ 250					-
viai ruivilase vali	ae or or	ona olieu odbst	20402020300000	- 14.47.75.24 	ack or Inner Line	re Lost or S	tolog I	iet		
Loss Type	Unia	ue Identifcation	- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10		Total Quantity Lo		tolen t	.151		
fail-back Package	P				1		Ed	it Delet	e	
Any theft or loss at a	a Long-	-Term Care Fac	sility 🔾 Ye	es 🌘 I	No					
<u> </u>										

#### Figure 50 - Deleted Chemical

The deleted chemical displays with a line drawn through the chemical data.

- To delete a controlled substance, go to Section 7.1.2.5.
- To delete a disposal container, go to Section 7.1.2.6.

- To undelete this chemical, click on the **Undelete** button. The screen will redisplay with the line removed.
- If no other changes need to be made to the report, click on the **Next** button.
  - Figure 44 Amend Reports Screen, page 36 will redisplay with a line drawn through the chemical's data. Click on the **Next** Button.
  - Figure 40 Report Signature Screen, page 32 will display. Follow the procedure in Section 6.2.

#### 7.1.2.5 Delete/Undelete a Controlled Substance

Diversion Control Date								
heft Loss Che	mical / Drug / D	isposal De	tails E	ntry				
Add Chemical Er	Add NDC C	hemical Entry	Add	NDC Drug Entr	y Add Dispos	al Container E	ntry NDC Looku	2
			Report	ted Lost or Sto	len Chemicals			
Trader Name of	Listed Chemical	Chemical Code		Name of Listed	Chemical	Package Form	Total Quantity Lost or Stolen (mg or KG)	
,4-METHYLENEDI ROPANONE	OXYPHENYL-2-	8502.000		THYLENEDIOX ANONE	(YPHENYL-2-	BOTTLE (S)	3 KG	Edit Delete
fotal Purchase Valu	ue of Controlled Cher	nicals stolen o	rlost \$	250			<u>.</u>	
		Repo	orted Lo	st or Stolen Co	ontrolled Substa	nces		
Trader Name of Substance or Preparation	f NDC #	G	eneric N	lame	Dosage Strength	Package Form	Total Quantity Lost or Stolen	
IYTUSSIN DAC YRUP	80432054104	PSEUDOER HCL/CODER PHOS/GUA	NE	-	30 MG 10 MG 100 MG/6 ML	SYRUP	3 ML	Edit Undelete
fotal Purchase Valu	e of Controlled Subs	tances stolen	or lost	\$ 250		-13		
		Reporte	d Mail-B	ack or Inner L	iners Lost or Sto	olen List		
Loss Type	Unique Identifcatio	n # Inner Li	ner Size	Total Quantity	Lost or Stolen			
lail-back Package	1234567			1		Edit D	elete	
Any theft or loss at a	a Long-Term Care Fa	icility 🔾 Ye	es 🝙 l	No				

Figure 51 - Deleted Controlled Substance

The deleted controlled substance displays with a line drawn through the chemical data.

- To delete a chemical, go to Section 7.1.2.4.
- To delete a disposal container, go to Section 7.1.2.6.
- To undelete this controlled substance, click on the **Undelete** button. The screen will redisplay with the line removed.

- If no other changes need to be made to the report, click on the **Next** button.
  - Figure 44 Amend Reports Screen, page 36 will redisplay with a line drawn through the controlled substance's data. Click on the **Next** Button.
  - Figure 40 Report Signature Screen, page 32 will display. Follow the procedure in Section 6.2

7.1.2.6 Delete/Undelete a Disposal Container

		Reported Mail-B	ack or Inner Liners Lost or Sto	olen List		
Loss Type	Unique Identifcation #	Inner Liner Size	Total Quantity Lost or Stolen			
Mail baok Paokage	1234567		4	Edit	Undelete	
ruly men or 1000 at	a Long-Term Care Facility	Yes 🍙 M	6.7			
Previous	Next					

Figure 52 - Deleted Container

The deleted disposal container displays with a line drawn through the chemical data.

- To delete a chemical, go to Section 7.1.2.4.
- To delete a controlled substance, go to Section 7.1.2.5.
- To undelete this disposal container, click on the **Undelete** button. The screen will redisplay with the line removed.
- If no other changes need to be made to the report, click on the **Next** button.
  - Figure 44 Amend Reports Screen, page 36 will redisplay with a line drawn through the controlled substance's data. Click on the **Next** Button.
  - Figure 40 Report Signature Screen, page 32 will display. Follow the procedure in Section 6.2.

# 7.2 Print a Report

Ammendment Key: Please make a note of your /	mendment Key and Theffil oss Date They	Date of Theft / Loss: 05-15-2019	
	menoment ivey and metocoss bate. They	are both required to access a Theft/Loss report in the future.	
Download 106 Please	download a copy of your 106 Report fo	or your records.	
DEA FORM 106	Report of Theft or Loss of	Controlled Substances Drug Enforcement of Justice	<u>^</u>
	OMB No. 1117-0001 (Ex	p. Dete 10/31/2020) Diversion Control Division	2
Type of Report: (check one 1. Enter your DEA Regi		ment Key (prior report dated):	
Name of Registrant:			
Address:			
City:		State: ZIP Code:	
Point of Contact: JC Email Address:	HN J JONES	Phone No.: 444444444	
-			-
Date of the Theft or Loss (	or first discovery of theft or loss): May 15, 2019	Number of Thefts and Losses in the past 24 months: _1	
Principal Business of Reg	strant MANUF (BULK)		
a Trans of the Baston	BREAK-INIBURGLARY DEPART	ment	1
The state of the second second second	11.5	105	-
	out this section only if there was a loss in transit, or hijacking of t	transport vehicle.)	
		See. 1	
Name of Common 0		Package Tracking Number:	9
Name of Common ( Telephone Number	arrier:	Package Tracking Number:	
Name of Common ( Telephone Number Have there been lo: Was the package re	arrier: of Common Carrier: ses in transit from this same carrier in the past? ceived and accepted by the consignee?	Package Tracking Number: No Yes (If yes, how many, excluding this theff or loss?); No Yes (If yes, the consignee is responsible for reporting the theff or loss.)	9
Name of Common ( Telephone Number Have there been lo: Was the package re	carrier:	Package Tracking Number: No Yes (If yes, how many, excluding this theff or loss?); No Yes (If yes, the consignee is responsible for reporting the theff or loss.)	~
Name of Common ( Telephone Number Have there been los Was the package re If the package was Name of Consignee / St	tarrier:	Package Tracking Number: No Yes (If yes, how meny, excluding this theff or loss?): No Yes (If yes, the consignee is responsible for reporting the theff or loss.) with? No Yes	
Name of Common ( Telephone Number Have there been los Was the package re If the package was Name of Consignee / St	carrier:	Package Tracking Number: No Yes (If yes, how many, excluding this theff or loss?): No Yes (If yes, the consignee is responsible for reporting the theff or loss.) with? No Yes	
Name of Common ( Telephone Number Have there been los Was the package re If the package was Name of Consignee / St	tarrier:	Package Tracking Number:	

Figure 53 – Print or Download a report

Note: This report contains both a 106 and 107 report. Depending on your registration and your situation, you will see one of these reports or both.

Here you can download or print a report from your browser. Your browser may require you to print each report separately.

If you scroll to the bottom of the screen, you can click on the **Access Another Report** button, the **Cancel** button, or the **Logout** button.

If your task is complete, click on the **Logout** button before going to another website or closing your browser.

### 7.3 Withdraw/Unwithdraw a Report

	ERSION C	ONTROL DIVI	SION
emical and Drug Theff/Los	s Reporting New and Existing	Reports	
Reports for Date:		Amendment Key:	
	(1 of 1) 🗾 🚺	a 3 🗸	
	Withdrawn - Amendment	Key:	
Type of Loss:	Break-in/Burglary	Amend Report	
Amendment Number:	1	Print Report	
Losses:	Chemical: 8502.000, 2 Loet NDC: 60432054104, 2 Loet Mail Back Package: 1 Loet	Unwithdraw Report	
	(1 of 1) 1	3 🗸	
ct New Theft/Loss Report to add rt, by double checking the list of		ure the report is really new, and not an amer	ndment to an exis
Station .		· · · · · · · · · · · · · · · · · · ·	1000

Figure 54 – Withdrawn Report Screen

If you click the **Unwithdraw Report** button, the screen will redisplay as shown below.

Perceise Control Division				_
	ss Reporting New and Exis			_
Reports for Date:	05-16-2019 (1 of 1)	Amendment Key:		
	Active - Amend	ment Key: 5GKX8HDZODA6		
Type of Loss:	Break-in/Burglary		Amend Report	
Amendment Number:	1		Print Report	
Losses:	Chemical: 8502.000, 2 NDC: 60432054104, 2 Mail Back Package: 1 L	Lost	Withdraw Report	1
	(1 of 1)	1 3 🗸		
t New Theft/Loss Report to ad t, by double checking the list of		se ensure the report is really new	, and not an amen	dment to an existin

Figure 55 – Unwithdrawn Report Screen

# 8.0 Requesting a Class II Chemicals Only Reporter Number

If you are a manufacturer, distributor, importer, or exporter and only handle ListII Chemicals (no List I Chemicals or Controlled Substances) and do not have a List II Chemicals Only Reporter Number, you may request one as shown below.

To request this number, click on the **Request a List II Chemicals Only Reporter Number** button at the bottom of the TLR Login Page (Figure 1, Page 4). The screen below will display.

# 8.1 List II Chemicals Only Reporter Information

	PARTMENT OF JUSTICE * DRUG ENFORCEMENT ADMINISTRATIO	
Chemical and Drug Theft/Loss	New List II Chemicals Only Reporter Information	
Business Name*		
Business Type *	Exporter O Importer	
Business Address Line 1*		
Business Address Line 2		
City*		
State*	- State -	
Zip*	(No dashes or spaces)	
Business Phone Number*		
Business Email Address*		
	Are You An Existing Registrant?	
Point of Contact Name*	Do you already have a DEA or CMEA registration number?	
Next	Yes No	Cancel

Figure 56 - List II Chemicals Only Reporter Information

If you have a DEA or CMEA registration number, you must use that registration number to report a loss of Class II chemicals. Clicking **Yes** will return you to the DTL Login Page (Figure 1, Page 4).

If you do not have a DEA or CMEA registration number, click on **No**, and complete the form displayed above. Then click on the **Next** button. The screen below will display.

# 8.2 Review Information, Complete CAPTCHA

	DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRAT	
Diversion Control Division		
Chemical and Drug T	Theft/Loss Registration	
ou are submitting the followin	ng information identifying you as a List II Chemical DEA Form 107 Reporter:	
Business Name*	BEST CHEMICALS	
Business Type	Manufacturer	
Business Address Line 1*	123 MAIN STREET	
Business Address Line 2		
City*	ARLINGTON	
State*	VA	
Zip*	22202	
Business Phone Number*	5555551234	
Business Email Address*	MANAGEMENT@BEST123.COM	
Point of Contact Name*	JOHN JONEX	
elp us keep this site secure by v	validating the following:	
l'm not a robot	reCAPTCHA Privacy - Tarma	
Previous Register		Logout

Figure 57 – Review Information, Complete CAPTCHA

Review the information displayed. If there is an error, click on the **Previous** button, and make the correction.

If everything is correct, click in the checkbox, and complete the **Captcha** authorization. The system will process your request, and the screen below will display.

# 8.3 List II Only Reporter Number Request Completion

	DEPARTMENT OF JUSTICE * DRUG ENFORCEMENT ADMINISTRATION
Chomical and Drug	
memical and Drug_	Theft/Loss Registration
Ve have received your informa selow. You will need to click or	ation to become a List II Chemical DEA Form 107 Reporter. An email will be sent to the address listed in the confirmation link in order to begin reporting.
Business Name*	BEST CHEMICAL
Business Type	Manufacturer
Business Address Line 1*	123 MAIN STREET
Business Address Line 2	
City*	ARLINGTON
City* State*	ARLINGTON VA
State*	VA
State* Zip*	VA 22202

Figure 58 - List II Only Reporter Number Request Completion

Note in the screen above that you will receive an email where you will need to click on the confirmation link to allow you to begin reporting the theft or loss of Class II chemicals.

The email will look similar to the one below.

## 8.4 Confirmation Email

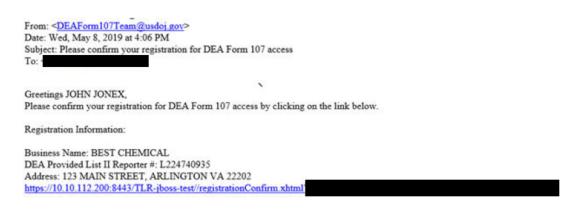


Figure 59 – Class II Report Registration Confirmation Email

Note your reporter number in the email above. You should record this number in a location where you can access it later.

When you click on the confirmation link, the screen below will display.

# 8.5 Registration Confirmation

E)	U.S. DEPARTMENT OF JUSTICE * DRUG ENFORCEMENT ADMINISTRATION DIVERSION CONTROL DIVISION
Chemical and Login Informatio	Drug Theft/Loss Registration Confirmation
(i) Your ema	il had been confirmed. You can now login to DEA Form 107 and submit reports.
Company Name: List II ID: Address:	BEST CHEMICAL 123 MAIN STREET, ARLINGTON VA 22202
Login	

Figure 60 - Class II Reporter Confirmation

The above screen is the last stage in your registration process. As noted above, you should record your List II ID Number, so you can retrieve it later.

If you click on the Login button, the TLR Login Screen (Figure 1, Page 4) displays to allow you to start a report.

(The number above is highlighted, so it can be copied to the login screen.)