

Drug Enforcement Administration

# Theft/Loss Reporting System (TLR)

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User Manual

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## Change Control Page

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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 Also, an existing report can be amended, printed, or withdrawn using this application.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 pop-up 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		
	Reporting Theft or Loss of				
Registration	Disposal Containers	Schedule 1-5 Drug NDCs	Ephedrine NDCs	List II Chemicals	List I Chemicals
224		X			
	X	X	X		
		X	X		
225		X	X		X
	X	X	X		X
363		X			
	X	X			
510			X	X	X
List II				X	
CMEA			X		

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 <https://www.deadiversion.usdoj.gov>.

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.




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**INSTRUCTIONS for Form DEA-106, Report of Theft or Loss of Controlled Substances - Approved OMB Form No. 1117-0001 Expires: 10/31/2020 and for Form DEA-107, Report of Theft or Loss of Listed Chemicals - Approved OMB Form No. 1117-0024 Expires: 09/30/2020**

**What's New**

The DEA Division Drug Theft Loss (DTL) system has been replaced by the Theft Loss Reporting (TLR) system. The Theft Loss Reporting system provides the capability for a registrant to submit a Form 106 and/or a Form 107. The Theft Loss Reporting system automatically determines which form(s) need to be generated and submitted based on the type of registrant and the date entered.

**Purpose of Form 106**

The DEA-106 is for reporting any theft or loss of controlled substances, mail-back packages, and/or inner liners. Use this form if:

1. You are registered with the DEA, or
2. You are reporting the theft or loss of a controlled substance.

DO NOT use this form to correct minor inventory shortages.

**Purpose of Form 107**

The DEA-107 is for reporting any theft or loss of Listed Chemicals. Use this form if:

1. You are reporting the theft or loss of a listed chemical.

DO NOT use this form to correct minor inventory shortages.

**What You Will Need**

**DEA Registrants**  
If you are a registrant you will need your DEA Number and your last name or the business name you used to register.

**CMEA Registrants**  
If you are a regulated business that is a self-certify seller of scheduled listed chemical products pursuant to the Combat Methamphetamine Epidemic Act of 2005 (CMEA) you will need your certificate ID number and the business name you used to certify with the DEA. The name you supply must match exactly the name on your registration or CMEA certificate.

**List II Chemicals Only Manufacturer, Distributor, Importer, or Exporter**  
If you are a List II Chemicals Only manufacturer, distributor, importer, or exporter and have used the TheftLoss Reporting system previously, enter your List II Reporter number and your business name.

If you are a List II Chemicals Only manufacturer, distributor, importer, or exporter who has never reported a theft or loss to the DEA, you must obtain a Reporter Number first by clicking the "Request a New List II Chemicals Only Reporter Number" button. Enter your business name, business type, address, phone number, email address and point of contact information in the form provided, and submit this information to DEA.

We will send you a confirmation email with your business name, unique List II Chemicals Only Reporter number, and a confirmation link. Click the link to confirm your application.

Your business name and List II Chemicals Only Reporter number are necessary to access the TheftLoss Reporting system.

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

**Controlled Substances**  
You will be asked to provide the National Drug Code (NDC) or Chemical and quantity of the controlled substance being reported as a theft or loss. Each reported chemical must be reported in total milligrams (mg) or Kilograms (KG). If the NDC drug is liquid or powder, you will need to enter the total milliliters/milligrams (ml/mg); if tablet, enter the total count of tablets.

**Completed Forms**  
You may save and/or send a copy of the DEA-106 and/or DEA-107 report to your local printer. DEA regulations specify that you keep a copy of this report for two years.

**Additional Questions or Clarification**  
For additional questions or clarification, the following services are available:

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

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**Chemical and Drug Theft/Loss Reporting Login**

Business or List Name\*

DEA, CMEA, or List II Reporter Number\*

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If you are already a DEA or CMEA Registrant you should not request a List II Chemicals Only Reporter number. If you are a List II Chemicals Only manufacturer, distributor, importer, or exporter, and do not have a List II Chemicals Only Reporter number, you may request one.

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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.

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**Chemical and Drug Theft/Loss Reporting**

**Login Confirmation**

Username: [REDACTED]  
Password: [REDACTED]

DEA Registration

If you are not with **W-911 MARIJUANA 10-1071**, on the online version, and the version agreed to by DEA, please, please **DO NOT PROCEED**. Instead, contact the DEA Call Center at: **800 822 6883** or email [DOT@doj.gov](mailto:DOT@doj.gov).

**INSTRUCTION 8 for Form DEA-108, Report of Theft or Loss of Controlled Substances - Approved OMB Form No. 1117-0001 Expires: 10/31/2020 and for Form DEA-107, Report of Theft or Loss of Listed Chemicals - Approved OMB Form No. 1117-0024 Expires: 08/30/2020**

**What's New**

The DEA Diversion Drug Theft/Loss (DTL) system has been replaced by the Theft/Loss Reporting (TLR) system. The Theft/Loss Reporting system provides the capability for a registrant to submit a Form 106 and/or a Form 107. The Theft/Loss Reporting system automatically determines which form(s) need to be generated and submitted based on the type of registrant and the drug amount.

**Purpose of Form 106**

The DEA 106 is for reporting any theft or loss of controlled substances, non-sterile packages, and/or loose items.  
Do not use this form if:

1. You have not previously registered with the DEA, or
2. The theft or loss you are reporting is not of a controlled substance, or
3. You need to correct error secondary changes.

**Purpose of Form 107**

The DEA 107 is for reporting any theft or loss of Listed Chemicals.  
Do not use this form if:

1. The theft or loss you are reporting is not a listed chemical, or
2. You need to correct error secondary changes.

**General Instructions**

The online version of Forms DEA 106 and DEA 107 has 9 sections. What follows is a description of each section and the information you will need to successfully fill out this online form. Please note that for all pages where you are required to supply information, there is contact sensitive help. For any field on the page for which you require clarification, place the cursor in the field and help text will appear.

**What You Will Need**

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

**Controlled Substance**  
You will be asked to provide the National Drug Code (NDC) and quantity of the controlled substance(s) being reported as a theft or loss. Each reported NDC chemical must be reported in total milligrams (mg) or kilograms (kg). If the NDC drug is liquid or powder, you will need to enter the total milligrams (mg) or kilograms (kg). If table, enter the total count of tablets. You will be asked to provide the Multi-Pack Package(s) unique identification number(s) and total quantity being reported as a theft or loss. You will be asked to provide the Inner Line(s) unique identification number(s), Inner Line Size(s) and total quantity being reported as a theft or loss. If you are an authorized Retail Pharmacy or Hospital/Clinic with an onsite Pharmacy and reporting a theft or loss at a Long-Term Care Facility (LTCF), you will need to select the associated LTCF.

**Specific Instructions**

**Section 1 Authentication**  
As a DEA registrant, you will need your DEA Number and your last name or the business name you used to register.

**Section 2 Report Selection**  
You will be able to choose whether to file a new report, amend a report previously entered, or print an existing report. To amend or print an existing report, you will need the Date of Theft/Loss and the Amendment Key (found on the original report).

**Section 3 Theft/Loss Report Details**  
You will be able to choose whether to file a new report, amend a report previously entered, or print an existing report. To amend or print an existing report, you will need the Date of Theft/Loss and the Amendment Key (found on the original report).

**Section 4 List of Controlled Substances**  
You will be asked to provide the National Drug Code (NDC) and quantity of the controlled substance(s) being reported as a theft or loss. Each reported NDC chemical must be reported in total milligrams (mg) or kilograms (kg). If the NDC drug is liquid or powder, you will need to enter the total milligrams (mg) or kilograms (kg). If table, enter the total count of tablets.

**Section 5 List of Multi-Pack Packages or Inner Lines**  
You will be asked to provide the Multi-Pack Package(s) unique identification number(s) and total quantity being reported as a theft or loss. You will be asked to provide the Inner Line(s) unique identification number(s), Inner Line Size(s) and total quantity being reported as a theft or loss. If you are an authorized Retail Pharmacy or Hospital/Clinic with an onsite Pharmacy and reporting a theft or loss at a Long-Term Care Facility (LTCF), you will need to select the associated LTCF.

**Section 6 Theft/Loss Summary**  
Information regarding the details of the theft or loss will be processed to you for confirmation and final changes to the information may be made.

**Section 7 Certification**  
You will be required to enter the name and title of the certifying official who attests to the validity of the information included in the report, along with the official's phone number and email address.

**Section 8 Amend Report**  
Submitting this report will generate an amendment key. Please save the amendment key along with the date of theft in order to be able to modify information using the online DEA 106 and/or DEA 107 report(s) in the future.

**Section 9 Print Report**  
You may save and/or email a copy of the DEA 106 and/or DEA 107 report(s) to your local printer. DEA regulations specify that you keep a copy of these reports for two years.

**Additional Questions or Clarification**  
For additional questions or clarification, the following services are available:

1. Contact a customer service representative at 1-888-682-6829
2. Email [DOT@doj.gov](mailto:DOT@doj.gov)

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.



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

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.

Figure 5 - Theft/Loss Type Dropdown

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**Chemical and Drug Theft/Loss Report Details**

Date of Theft / Loss \* 05-01-2019

Type of theft / loss Customer Theft (or Non Employee)

Number of Thefts and Losses in the past 24 months \*

Police Report Filed \*  Yes  No

You have indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.

Police Dept Name \*

Police Dept Phone \*

Name of Responding Officer

Police Report number

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

Installed monitoring equipment (e.g. video camera)  Provided security training to staff

Increased employee monitoring (e.g. random drug tests)  Requested increased security patrols by Police

Installed metal bars or other security on doors or windows  Hired security guards for premises

Secured Controlled Substances within safe  Terminated employee

Other

Describe how theft or loss occurred.

512 characters remaining


Previous Next Cancel Logout

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.



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### Chemical and Drug Theft/Loss Report Details

Date of Theft / Loss *	<input type="text"/> <input type="button" value="📅"/>
Type of theft / loss	<input type="text" value="Robbery"/> ▼
Number of Thefts and Losses in the past 24 months *	<input type="text"/>
Police Report Filed *	<input type="radio"/> Yes <input type="radio"/> No
<b>You have indicated that this incident was the result of a robbery. Please provide further detail in the spaces below.</b>	
Were any people injured?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Were any people killed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Which corrective measure(s) have you taken to prevent a future theft or loss?	
<input type="checkbox"/> Installed monitoring equipment (e.g. video camera)	<input type="checkbox"/> Provided security training to staff
<input type="checkbox"/> Increased employee monitoring (e.g. random drug tests)	<input type="checkbox"/> Requested increased security patrols by Police
<input type="checkbox"/> Installed metal bars or other security on doors or windows	<input type="checkbox"/> Hired security guards for premises
<input type="checkbox"/> Secured Controlled Substances within safe	<input type="checkbox"/> Terminated employee
<input type="checkbox"/> Other	
Describe how theft or loss occurred.	
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
512 characters remaining	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	<input type="button" value="Cancel"/> <input type="button" value="Logout"/>

Figure 7- Robbery Report Details

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





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### Chemical and Drug Theft/Loss Report Details

Date of Theft / Loss *	<input type="text"/>	<input type="button" value="📅"/>
Type of theft / loss	Robbery	
Number of Thefts and Losses in the past 24 months *	<input type="text"/>	
Police Report Filed *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>You have indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.</b>		
Police Dept Name *	<input type="text"/>	
Police Dept Phone *	<input type="text"/>	
Name of Responding Officer	<input type="text"/>	
Police Report number	<input type="text"/>	
<b>You have indicated that this incident was the result of a robbery. Please provide further detail in the spaces below.</b>		
Were any people injured?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Number Injured	<input type="text"/>	
Were any people killed?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Number Killed	<input type="text"/>	
Which corrective measure(s) have you taken to prevent a future theft or loss?		
<input type="checkbox"/> Installed monitoring equipment (e.g. video camera)	<input type="checkbox"/> Provided security training to staff	
<input type="checkbox"/> Increased employee monitoring (e.g. random drug tests)	<input type="checkbox"/> Requested increased security patrols by Police	
<input type="checkbox"/> Installed metal bars or other security on doors or windows	<input type="checkbox"/> Hired security guards for premises	
<input type="checkbox"/> Secured Controlled Substances within safe	<input type="checkbox"/> Terminated employee	
<input type="checkbox"/> Other		
Describe how theft or loss occurred.		
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		
512 characters remaining		
<input type="button" value="Previous"/> <input type="button" value="Next"/>	<input type="button" value="Cancel"/> <input type="button" value="Logout"/>	

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.


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**Chemical and Drug Theft/Loss Report Details**

Date of Theft / Loss *	<input type="text"/> <input type="button" value="M"/>
Type of theft / loss	<input type="text" value="Loss in Transit"/>
Number of Thefts and Losses in the past 24 months *	<input type="text"/>
Police Report Filed *	<input type="radio"/> Yes <input type="radio"/> No
<b>You have indicated that this incident was the result of a Loss in Transit. Please provide further detail in the spaces below.</b>	
Common Carrier	<input type="text"/>
Telephone Number of Common Carrier	<input type="text"/>
Package Tracking Number	<input type="text"/>
Have there been losses in transit from this same carrier in the past?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Was the package received and accepted by the consignee?	<input type="radio"/> Yes <input type="radio"/> No
Name of Consignee / Supplier <i>Enter the Name of Consignee (if reported by the supplier), or the Name of Supplier (if the package was accepted by the consignee). If the consignee does not have a DEA Registration Number, e.g. if this was a shipment to a patient, or a nursing home emergency kit, enter "Patient" or "Nursing Home Kit."</i>	<input type="text"/>
DEA Number (Consignee / Supplier) <i>Enter the DEA Registration Number of Consignee (if reported by the supplier), or DEA Registration Number of Supplier, (if the package was accepted by the consignee). If the controlled substances were shipped to a non-registrant, leave blank, unless a registered pharmacy shipped to an emergency kit held on site at a nursing home. In this case, the supplying pharmacy is required to report the theft or loss.</i>	<input type="text"/>
Which corrective measure(s) have you taken to prevent a future theft or loss?	
<input type="checkbox"/> Installed monitoring equipment (e.g. video camera)	<input type="checkbox"/> Provided security training to staff
<input type="checkbox"/> Increased employee monitoring (e.g. random drug tests)	<input type="checkbox"/> Requested increased security patrols by Police
<input type="checkbox"/> Installed metal bars or other security on doors or windows	<input type="checkbox"/> Hired security guards for premises
<input type="checkbox"/> Secured Controlled Substances within safe	<input type="checkbox"/> Terminated employee
<input type="checkbox"/> Other	
Describe how theft or loss occurred.	
<input style="width: 100%; height: 100%;" type="text"/>	
512 characters remaining	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	<input type="button" value="Cancel"/> <input type="button" value="Logout"/>

Figure 9 - Loss in Transit Report Details

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





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**Chemical and Drug Theft/Loss Report Details**

Date of Theft / Loss *	<input type="text" value="04-04-2019"/>
Type of theft / loss	<input type="text" value="Loss in Transit"/>
Number of Thefts and Losses in the past 24 months *	<input type="text"/>
Police Report Filed *	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>You have indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.</b>	
Police Dept Name *	<input type="text"/>
Police Dept Phone *	<input type="text"/>
Name of Responding Officer	<input type="text"/>
Police Report number	<input type="text"/>
<b>You have indicated that this incident was the result of a Loss in Transit. Please provide further detail in the spaces below.</b>	
Common Carrier	<input type="text"/>
Telephone Number of Common Carrier	<input type="text"/>
Package Tracking Number	<input type="text"/>
Have there been losses in transit from this same carrier in the past?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of previous losses with this carrier	<input type="text" value="1"/>
Was the package received and accepted by the consignee?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did it appear to be tampered with?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Consignee / Supplier <small>Enter the Name of Consignee (if reported by the supplier), or the Name of Supplier (if the package was accepted by the consignee). If the consignee does not have a DEA Registration Number, e.g. if this was a shipment to a patient, or a nursing home emergency kit, enter "Patient" or "Nursing Home Kit."</small>	<input type="text"/>
DEA Number (Consignee / Supplier) <small>Enter the DEA Registration Number of Consignee (if reported by the supplier), or DEA Registration Number of Supplier, (if the package was accepted by the consignee). If the controlled substances were shipped to a non-registrant, leave blank, unless a registered pharmacy shipped to an emergency kit held on site at a nursing home. In this case, the supplying pharmacy is required to report the theft or loss.</small>	<input type="text"/>
Which corrective measure(s) have you taken to prevent a future theft or loss?	
<input type="checkbox"/> Installed monitoring equipment (e.g. video camera)	<input type="checkbox"/> Provided security training to staff
<input type="checkbox"/> Increased employee monitoring (e.g. random drug tests)	<input type="checkbox"/> Requested increased security patrols by Police
<input type="checkbox"/> Installed metal bars or other security on doors or windows	<input type="checkbox"/> Hired security guards for premises
<input type="checkbox"/> Secured Controlled Substances within safe	<input type="checkbox"/> Terminated employee
<input type="checkbox"/> Other	
Describe how theft or loss occurred.	
<input style="width: 100%; height: 40px;" type="text"/>	
512 characters remaining	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	<input type="button" value="Cancel"/> <input type="button" value="Logout"/>

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

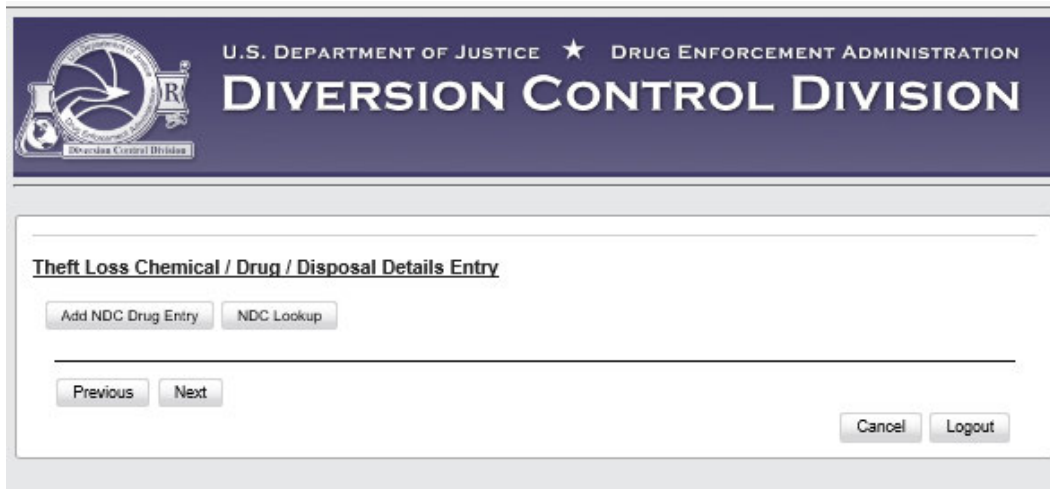
After completing a **Report Details** form and clicking on the **Next** button in Section 3.0, the screen that displays depends on your registration. Only those buttons applicable for your registration will display.

- 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.

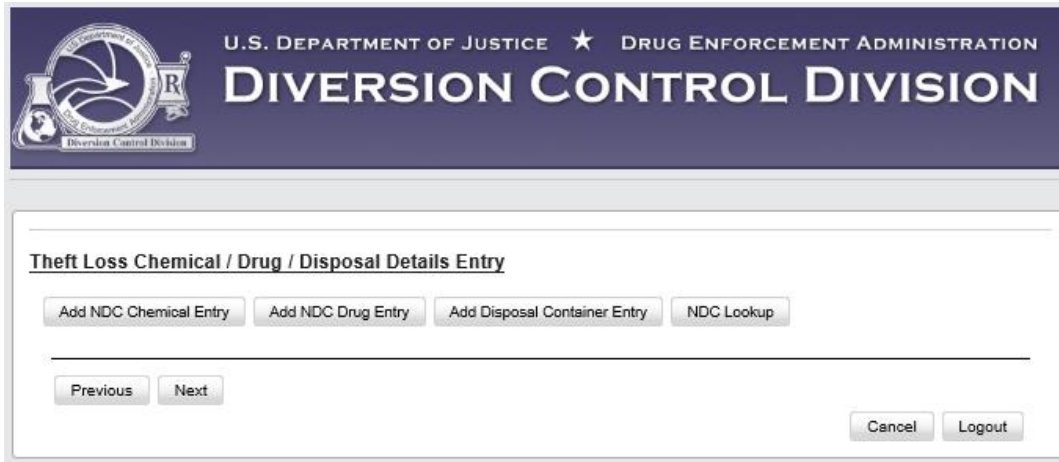
- A 224 Registrant that does **not** have a **CMEA Registration** will see the screen below.



The screenshot shows the header for the U.S. Department of Justice Drug Enforcement Administration, Diversion Control Division. The main title is "Theft Loss Chemical / Drug / Disposal Details Entry". Below the title are two buttons: "Add NDC Drug Entry" and "NDC Lookup". A horizontal line separates the buttons from the navigation options. Below the line are two buttons: "Previous" and "Next". At the bottom right of the screen are two buttons: "Cancel" and "Logout".

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.



The screenshot shows the header for the U.S. Department of Justice Drug Enforcement Administration, Diversion Control Division. The main title of the screen is "Theft Loss Chemical / Drug / Disposal Details Entry". Below the title, there are four buttons: "Add NDC Chemical Entry", "Add NDC Drug Entry", "Add Disposal Container Entry", and "NDC Lookup". At the bottom left, there are "Previous" and "Next" buttons. At the bottom right, there are "Cancel" and "Logout" buttons.

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 **no Disposal Container authorization**, will see a screen like Figure 12 but **without** 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.

The screenshot shows the header for the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division. Below the header, the title is "Theft Loss Chemical / Drug / Disposal Details Entry". The main content area contains four buttons: "Add Chemical Entry", "Add NDC Chemical Entry", "Add NDC Drug Entry", and "NDC Lookup". At the bottom of the main area are "Previous" and "Next" buttons. In the bottom right corner, there are "Cancel" and "Logout" buttons.

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.

The screenshot shows the header for the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division. Below the header, the title is "Theft Loss Chemical / Drug / Disposal Details Entry". The main content area contains five buttons: "Add Chemical Entry", "Add NDC Chemical Entry", "Add NDC Drug Entry", "Add Disposal Container Entry", and "NDC Lookup". At the bottom of the main area are "Previous" and "Next" buttons. In the bottom right corner, there are "Cancel" and "Logout" buttons.

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.



The screenshot shows the header for the U.S. Department of Justice Drug Enforcement Administration, Diversion Control Division. The main title of the screen is "Theft Loss Chemical / Drug / Disposal Details Entry". Below the title, there are two buttons: "Add NDC Drug Entry" and "NDC Lookup". At the bottom of the screen, there are four buttons: "Previous", "Next", "Cancel", and "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.



The screenshot shows the header for the U.S. Department of Justice Drug Enforcement Administration, Diversion Control Division. The main content area is titled "Theft Loss Chemical / Drug / Disposal Details Entry" and contains three buttons: "Add Chemical Entry", "Add NDC Chemical Entry", and "NDC Lookup". Below these buttons are "Previous" and "Next" buttons, and at the bottom right are "Cancel" and "Logout" buttons.

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.

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.

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.

The screenshot shows a web interface for adding a chemical entry. At the top, there are navigation buttons: 'Previous', 'Next', 'Cancel', and 'Logout'. The main content area is titled 'Chemical Entry' and contains a form with the following fields:

- List of Chemicals:** A dropdown menu with the text '- Select Chemical -'. To its right are two radio buttons: 'Sort By Chemical Name' (which is selected) and 'Sort by Chemical Code'.
- Package Form \*:** A dropdown menu with the text '- Select Package Form -'.
- Total Quantity Lost / Stolen \*:** A text input field.
- Units for Quantity Lost / Stolen \*:** A dropdown menu with the text '- Select Units -'.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 19 - Add Chemical Entry Screen

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



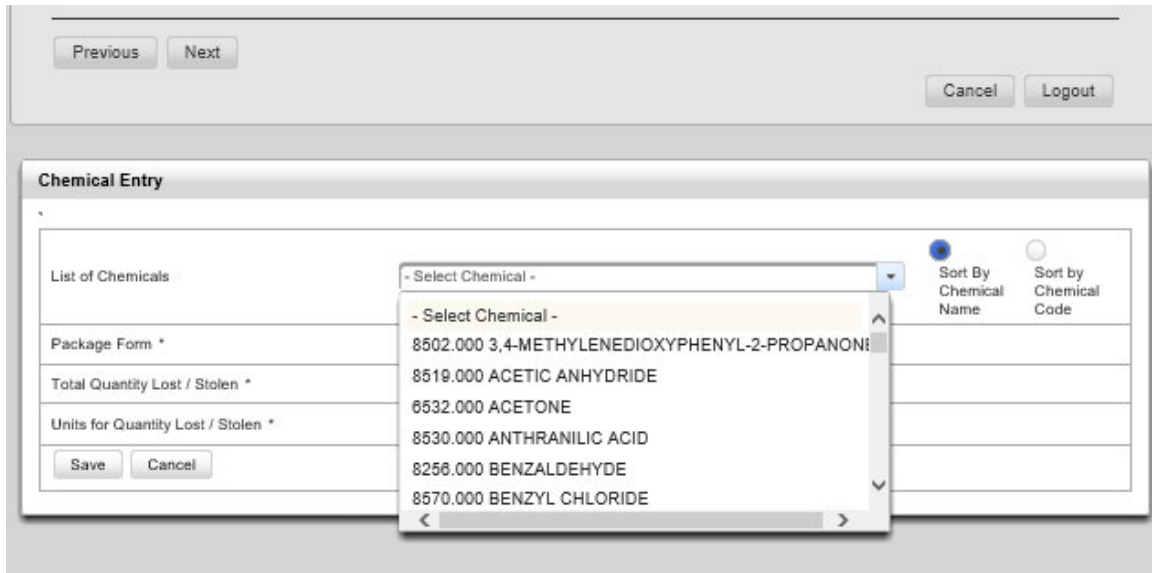


Figure 20 – Chemicals sorted by Name

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

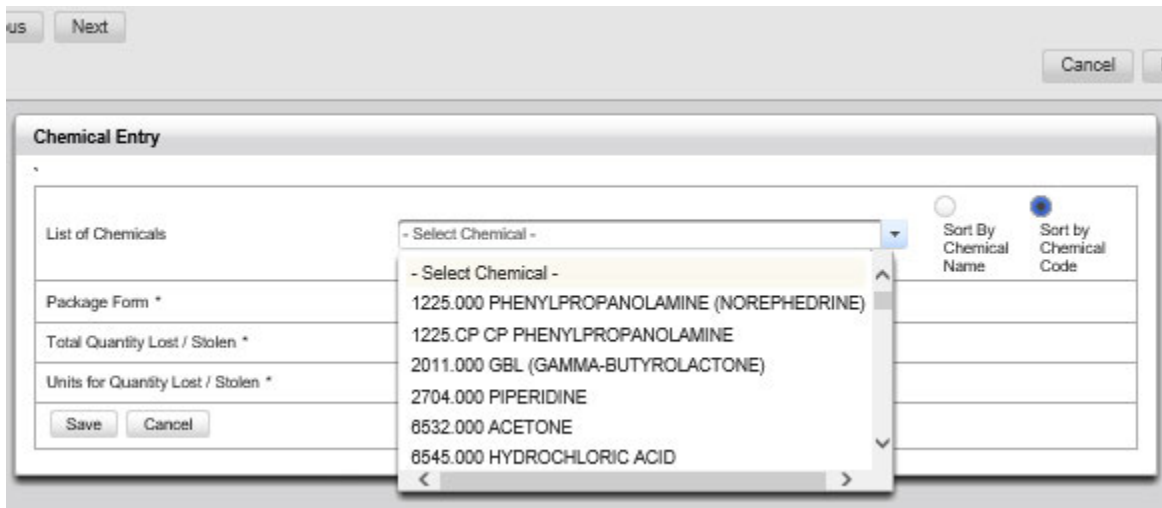
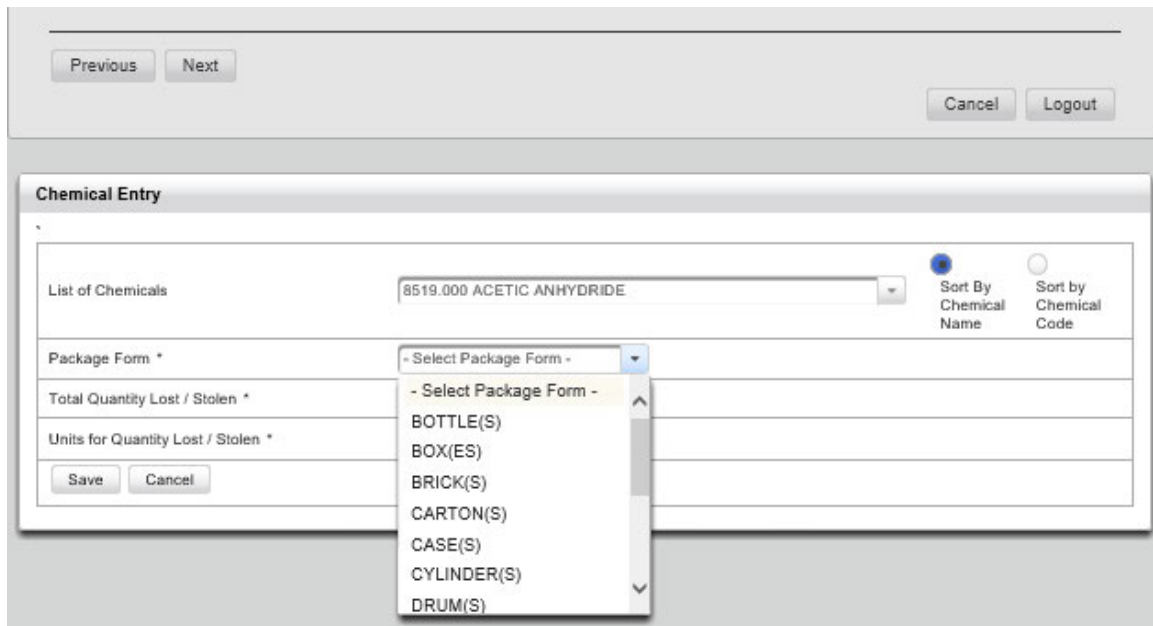


Figure 21 - Chemicals sorted by Code

Click on the chemical you want to report.

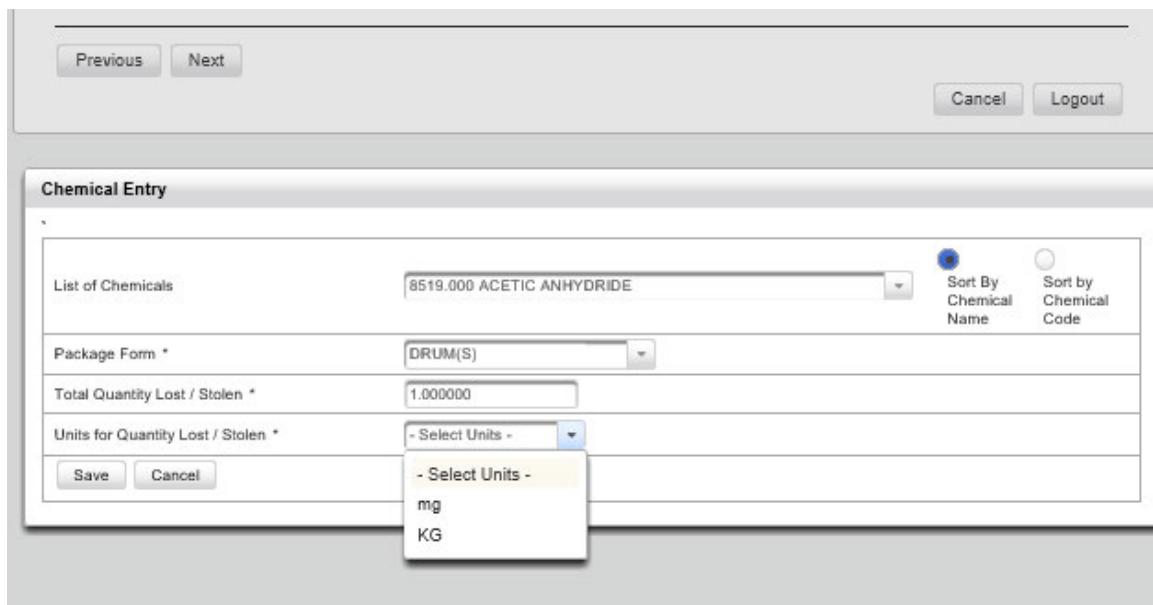


The screenshot shows the 'Chemical Entry' form. At the top, there are buttons for 'Previous', 'Next', 'Cancel', and 'Logout'. The form contains the following fields:

- List of Chemicals:** A dropdown menu showing '8519.000 ACETIC ANHYDRIDE'.
- Sort By:** Two radio buttons, 'Sort By Chemical Name' (selected) and 'Sort by Chemical Code'.
- Package Form \*:** A dropdown menu with a list of options: '- Select Package Form -', 'BOTTLE(S)', 'BOX(ES)', 'BRICK(S)', 'CARTON(S)', 'CASE(S)', 'CYLINDER(S)', and 'DRUM(S)'. The dropdown is currently open.
- Total Quantity Lost / Stolen \*:** An empty text input field.
- Units for Quantity Lost / Stolen \*:** A dropdown menu with a list of options: '- Select Units -', 'mg', and 'KG'. The dropdown is currently open.
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom left of the form.

Figure 22 - Select Packaging

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



The screenshot shows the 'Chemical Entry' form. At the top, there are buttons for 'Previous', 'Next', 'Cancel', and 'Logout'. The form contains the following fields:

- List of Chemicals:** A dropdown menu showing '8519.000 ACETIC ANHYDRIDE'.
- Sort By:** Two radio buttons, 'Sort By Chemical Name' (selected) and 'Sort by Chemical Code'.
- Package Form \*:** A dropdown menu showing 'DRUM(S)'.
- Total Quantity Lost / Stolen \*:** A text input field containing '1.000000'.
- Units for Quantity Lost / Stolen \*:** A dropdown menu with a list of options: '- Select Units -', 'mg', and 'KG'. The dropdown is currently open.
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom left of the form.

Figure 23 - Select Units

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

**Theft Loss Chemical / Drug / Disposal Details Entry**

Add Chemical Entry   Add NDC Chemical Entry   NDC Lookup

Reported Lost or Stolen Chemicals				
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

Total Purchase Value of Controlled Chemicals stolen or lost \$

Previous   Next   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 Chemical Entry**

NDC # \*  Validate

NDC Description

Chemical Code

Total Quantity Lost or Stolen \*

Units for Quantity Lost or Stolen \* - 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**.

The screenshot shows the 'NDC Chemical Entry' form with the following fields:

- NDC # \*: 00024028016 (with a 'Validate' button next to it)
- NDC Description: BRONCHOLATE SYRUP
- Chemical Code: 8113
- Total Quantity Lost or Stolen \*: (empty text box)
- Units for Quantity Lost or Stolen \*: - Select Units - (dropdown menu)

Buttons for 'Save' and 'Cancel' are located at the bottom left of the form.

Figure 26 - NDC Chemical Number Validated

Add the **Total Quantity Lost or Stolen**.

This screenshot shows the 'NDC Chemical Entry' form with the following fields:

- NDC # \*: 00024028016 (with a 'Validate' button)
- NDC Description: BRONCHOLATE SYRUP
- Chemical Code: 8113
- Total Quantity Lost or Stolen \*: 3.000000
- Units for Quantity Lost or Stolen \*: - Select Units - (dropdown menu is open, showing options: mg, KG)

Buttons for 'Save' and 'Cancel' are located at the bottom left of the form.

Figure 27 - Select the Units

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

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**Theft Loss Chemical / Drug / Disposal Details Entry**

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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total Purchase Value of Controlled Chemicals stolen or lost \$

Figure 28 –An NDC Chemical Added to the Report

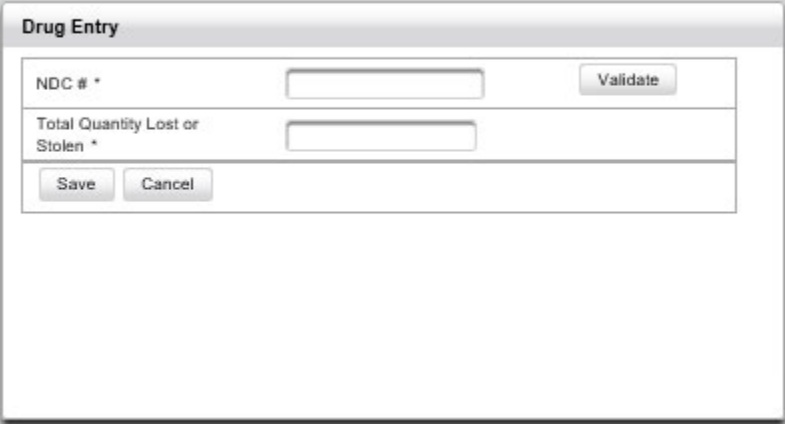
**Note:** As stated in Section 4.0, only those buttons applicable to your registration will display.

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

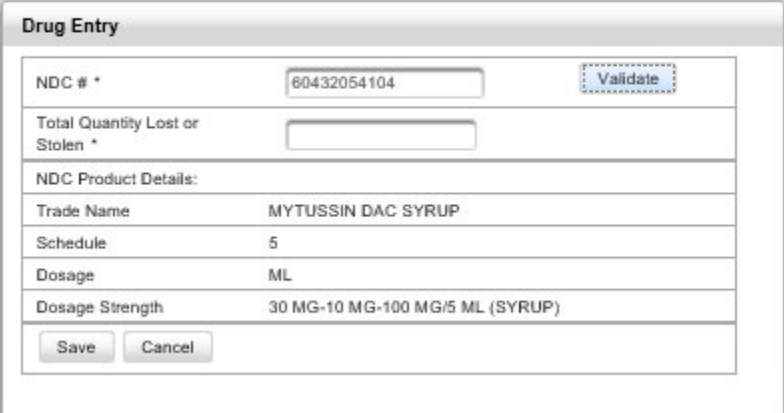
If you clicked on the **Add NDC Drug Entry** button, the screen below will display.



The screenshot shows a window titled "Drug Entry". It contains two input fields: "NDC # \*" and "Total Quantity Lost or Stolen \*". To the right of the first field is a "Validate" button. Below the second field are "Save" and "Cancel" buttons.

Figure 29 - Add NDC Drug Entry Screen

Enter the NDC Drug Number, and click on **Validate**.



The screenshot shows the "Drug Entry" window after validation. The "NDC # \*" field now contains the value "80432054104". The "Validate" button is highlighted with a dashed border. Below the input fields is a section titled "NDC Product Details:" containing a table with the following information:

Trade Name	MYTUSSIN DAC SYRUP
Schedule	5
Dosage	ML
Dosage Strength	30 MG-10 MG-100 MG/5 ML (SYRUP)

Below the table are "Save" and "Cancel" buttons.

Figure 30 – Validated NDC Drug Entry

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

**Theft Loss Chemical / Drug / Disposal Details Entry**

Reported Lost or Stolen Controlled Substances						
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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total Purchase Value of Controlled Substances stolen or lost \$

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.

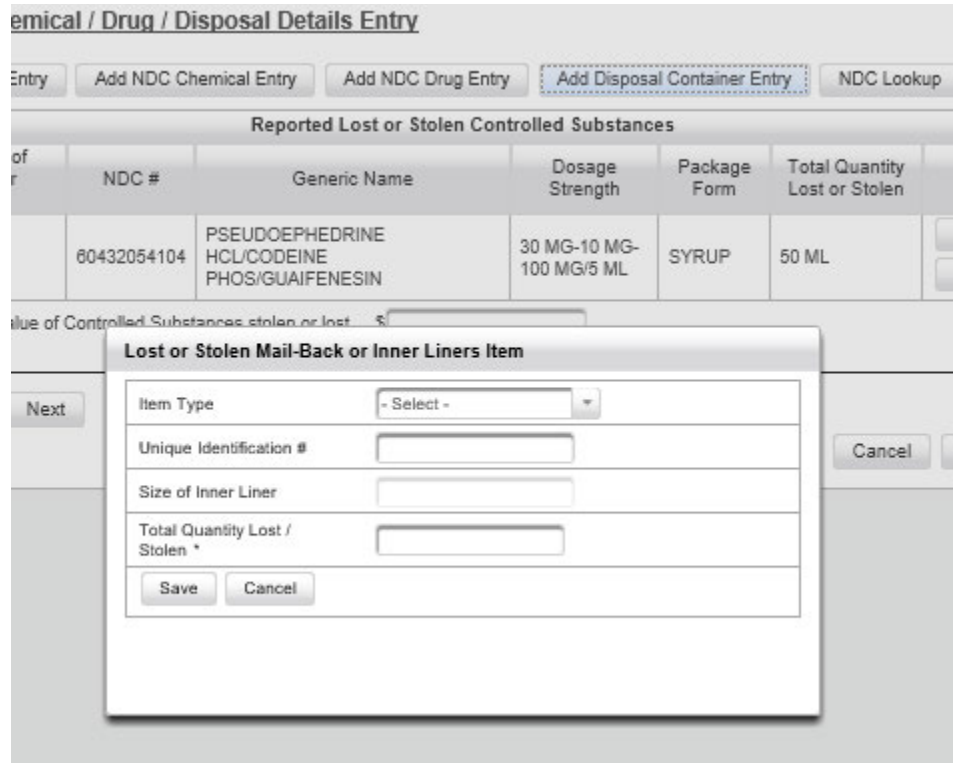


Figure 32 - Add Disposal Container Screen

Click on the Item Type dropdown.

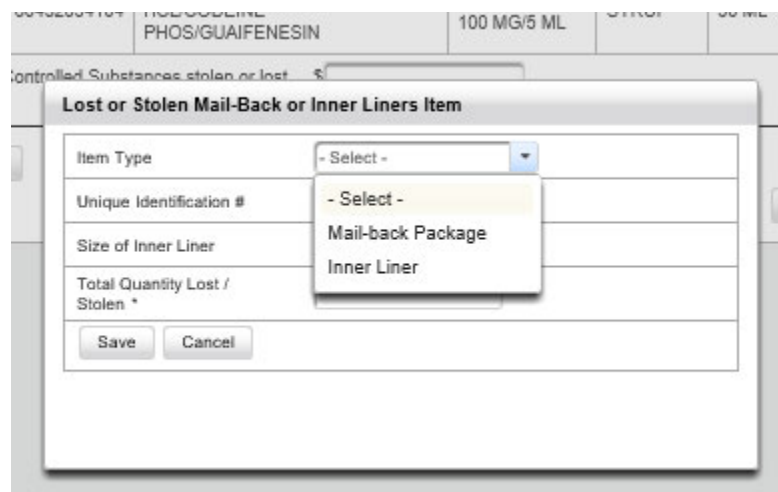


Figure 33 - Select Disposal Container Type

Select the Disposal Container Type.



**Lost or Stolen Mail-Back or Inner Liners Item**

Item 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.

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**Theft Loss Chemical / Drug / Disposal Details Entry**

Add Chemical Entry Add NDC Chemical Entry Add NDC Drug Entry Add Disposal Container Entry NDC Lookup

Reported Mail-Back or Inner Liners Lost or Stolen List			
Loss Type	Unique Identification #	Inner Liner Size	Total Quantity Lost or Stolen
Mail-back Package	1234567		1

Any theft or loss at a Long-Term Care Facility  Yes  No

Previous Next Cancel Logout

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.

**NDC Search Tool**

NDC Search Type  All NDC  Chemical NDC  Drug NDC

NDC Number:  -  -

\* Wildcards may be used. The query will attempt to treat a '\*' as a single character, and will add them automatically to fill all 3 fields. For example, \*2 in the first (5 digit) field will become \*\*\*\*2. However, preference will be given to wildcards at the end, so \*2\* will become \*2\*\*\* and 22 will become 22\*\*\*. A blank field will be treated as all '\*s'.

**NDC Search Results (Max 100 Returned)**

NDC Number	Trade Name / Generic Name	IngredientName	Dosage	Package Type / Size
No records found.				

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.

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**NDC Search Tool**

NDC Search Type:  All NDC  Chemical NDC  Drug NDC

NDC Number: 60432 - 0541 - 04

\*\* Wildcards may be used. The query will attempt to treat a "\*" as a single character, and will add them automatically to fill all 3 fields. For example, \*2 in the first (5 digit) field will become \*\*\*\*2. However, preference will be given to wildcards at the end, so \*2\* will become \*2\*\*\* and 22 will become 22\*\*\*. A blank field will be treated as all \*\*s.

**NDC Search Results (Max 100 Returned)**

NDC Number	Trade Name / Generic Name	Ingredient Name	Dosage	Package Type / Size
60432054104	MYTUSSIN DAC / PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN	CODEINE PHOS	30 MG-10 MG-100 MG/5 ML	BOTTLE / 118
60432054104	MYTUSSIN DAC / PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN	GUAIFENESIN	30 MG-10 MG-100 MG/5 ML	BOTTLE / 118

Figure 37 –Results of a Drug NDC search

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**NDC Search Tool**

NDC Search Type:  All NDC  Chemical NDC  Drug NDC

NDC Number: 00024 - 0280 - 16

\*\* Wildcards may be used. The query will attempt to treat a "\*" as a single character, and will add them automatically to fill all 3 fields. For example, \*2 in the first (5 digit) field will become \*\*\*\*2. However, preference will be given to wildcards at the end, so \*2\* will become \*2\*\*\* and 22 will become 22\*\*\*. A blank field will be treated as all \*\*s.


**NDC Search Results (Max 100 Returned)**

NDC Number	Trade Name / Generic Name	Ingredient Name	Dosage	Package Type / Size
00024028016	BRONCHOLATE / GUAIFENESIN/EPHEDRINE HCL	EPHEDRINE HCL	100 MG-6.25 MG/5 ML	BOTTLE / 480

Figure 38 – Results of a Chemical NDC search

## 6.0 Report Finalization

### 6.1 Report Summary


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**Chemical and Drug Theft/Loss Report Summary**

**Theft / Loss Details** Edit Theft Loss

Date of Theft / Loss: 05-16-2019  
 Type of theft / loss: Break-in/Burglary  
 Number of Thefts and Losses in the past 24 months: 1  
 Lost for Pharmaceuticals or Merchandise Taken: \$500  
 Total Purchase Value of Controlled Chemicals stolen or lost: \$250  
 Police Report Filed: Yes  
 Police Dept Name: HOMETOWN POLICEE  
 Police Dept Phone: (444) 444 4444  
 Name of Responding Officer: SGT SMITH  
 Police Report number: 123

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

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

Comments  
 AFTER MIDNIGHT ON A MOONLESS NIGHT  
 Identifying Marks, Symbols, Price Codes (Controlled Substance only)  
 12345  
 Official Controlled Substance Order Form (DEA Form 222) Numbers (If Stolen)  
 12345

**List of Chemical / Drug / Disposal entry** Edit Chemical/Drug/Disposal Details

Reported Chemical List				
Trader Name of Listed Chemical	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (MG or KG)
3,4-METHYLENEDIOXYPHEN 2-PROPANONE	8502.000	3,4-METHYLENEDIOXYPHEN 2-PROPANONE	BOTTLE(S)	2 KG

Reported NDC List					
Trader Name of Listed Chemical	NDC #	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (MG or KG)
MYTUSSIN DAC SYRUP	60432054104	8112	PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN	SYRUP	2 KG

Reported Mail-Back or Inner Liners Lost or Stolen List			
Loss Type	Unique Identification #	Inner Liner Size	Total Quantity Lost or Stolen
Mail-back Package	1234567		1

Next
Cancel Logout

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

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**Chemical and Drug Theft/Loss Report Signature**

**WARNING:** 21 USC 843(d), states that any person who knowingly or intentionally furnishes false or fraudulent information in the application is subject to a term of imprisonment of not more than 4 years, and a fine under Title 18 of not more than \$250,000, or both.

By typing my full name below, I hereby certify that the foregoing information furnished on this electronic DEA application is true and correct and understand that this constitutes an electronic signature for purposes of this electronic DEA form only.

This electronic DEA form must be certified by the registrant/regulatee entity, if an individual; by a partner of the registrant/regulatee entity, if a partnership; or by an officer of the registrant/regulatee entity, if a corporation, corporate division, association, trust, or other entity. See 21 C.F.R § 1301.13(j) for more information on who can certify this form.

I have read the above and understand.

e-Signature (Full Name) *	JOHN J JONES
Title *	PHARMACIST
Phone *	(444) 444-4444
Email	[REDACTED]

Previous Save Report Cancel Logout


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


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**Print Chemical and Drug Theft/Loss Report(s)**

Amendment Key: [REDACTED]      Date of Theft / Loss: 05-15-2019  
Please make a note of your Amendment Key and Theft/Loss Date. They are both required to access a Theft/Loss report in the future.

[Download 106](#) Please download a copy of your 106 Report for your records.


---

DEA FORM **106**

**Report of Theft or Loss of Controlled Substances**

OMB No. 1117-0001 (Exp. Date 10/31/2020)

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



Type of Report: (check one box only)     New Report     Amendment Key (prior report dated): [REDACTED]

1. Enter your DEA Registration Number: [REDACTED]

Name of Registrant: [REDACTED]

Address: [REDACTED]

City: [REDACTED]      State: [REDACTED]      ZIP Code: [REDACTED]

Point of Contact: JOHN J JONES

Email Address: [REDACTED]      Phone No.: 4444444444

---

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 Registrant: MANUF (BULK)

2. Type of theft or loss: BREAK-IN/BURGLARY

3. Loss in Transit. (Fill out this section only if there was a loss in transit, or hijacking 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 theft or loss?): \_\_\_\_\_

Was the package received and accepted by the consignee?     No     Yes (If yes, the consignee is responsible for reporting the theft or loss.)

If the package was accepted by the consignee, did it appear to be tampered with?     No     Yes

Name of Consignee / Supplier: \_\_\_\_\_

[Download 107](#) Please download a copy of your 107 Report for your records.


---

DEA FORM **107**

**Report of Theft or Loss of Listed Chemical**

OMB No. 1117-0024 (Exp. Date 9/30/2020)

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



Type of Report: (check one box only)     New Report     Amendment Key (prior report dated): [REDACTED]

1. If applicable, enter your DEA Registration Number or the Self Certify Certificate ID: [REDACTED]

Name of Business: [REDACTED]

Address: [REDACTED]

City: [REDACTED]      State: [REDACTED]      ZIP Code: [REDACTED]

Point of Contact: JOHN J JONES

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.



The screenshot shows the header for the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division. Below the header is a form titled "Chemical and Drug Theft/Loss Reporting New and Existing Reports". The form contains two input fields: "Amendment Key\*" and "Date of Loss". The "Date of Loss" field includes a calendar icon. At the bottom of the form are four buttons: "Previous", "Find Reports", "Cancel", and "Logout".

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.

**U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION**  
**DIVERSION CONTROL DIVISION**

**Chemical and Drug Theft/Loss Reporting New and Existing Reports**

Reports for Date: 05-15-2019      Amendment Key: [REDACTED]

(1 of 1)      1      3

**Active - Amendment Key: 89SBK802WOIG**

Type of Loss:	Break-in/Burglary	Amend Report
Amendment Number:	0	Print Report
Losses:	Chemical: 8502.000, 2 Lost NDC: 60432054104, 2 Lost Mail Back Package: 1 Lost	Withdraw Report

(1 of 1)      1      3

Select New Theft/Loss Report to add a new report for this date. Please ensure the report is really new, and not an amendment to an existing report, by double checking the list of existing reports above.

Previous      New Theft/Loss Report      Cancel      Logout

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 one in Section 7.3 will display.



## 7.1 Edit/Amend a Report

# DIVERSION CONTROL DIVISION

### Chemical and Drug Theft/Loss Report Summary

Edit Theft Loss

Date of Theft / Loss	05-15-2019
Type of theft / loss	Break-in/Burglary
Number of Thefts and Losses in the past 24 months	1
Lost for Pharmaceuticals or Merchandise Taken	\$500
Total Purchase Value of Controlled Substances stolen or lost	\$250
Total Purchase Value of Controlled Chemicals stolen or lost	\$250
Police Report Filed	Yes
Police Dept Name	HOMETOWN POLICE
Police Dept Phone	(444) 444 4444
Name of Responding Officer	SGT SMITH
Police Report number	123

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

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

Comments  
AFTER MIDNIGHT ON A MOONLESS NIGHT

Identifying Marks, Symbols, Price Codes (Controlled Substance only)  
12345

Official Controlled Substance Order Form (DEA Form 222) Numbers (If Stolen)  
12345

Edit Chemical/Drug/Disposal Details

Reported Chemical List				
Trader Name of Listed Chemical	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (MG or KG)
3,4-METHYLENEDIOXYPHEN 2-PROPANONE	8502.000	3,4-METHYLENEDIOXYPHEN 2-PROPANONE	BOTTLE(S)	2 KG

Reported Controlled Substances List					
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	2 ML

Reported Mail-Back or Inner Liners Lost or Stolen List			
Loss Type	Unique Identification #	Inner Liner Size	Total Quantity Lost or Stolen
Mail-back Package	1234567		1

Next
Cancel
Logout

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.

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

**Chemical and Drug Theft/Loss Report Details**

Date of Theft / Loss \* 05-14-2019 m

Type of theft / loss Employee Theft (or Suspected)

Number of Thefts and Losses in the past 24 months \* 1

Pharmaceuticals or Merchandise Taken?  
 Yes (Est Value)  No  
 500

Police Report Filed \*  Yes  No

You have indicated that a police report was filed as a result of this incident. Please provide further detail in the spaces below.

Police Dept Name \* HOMETOWN POLICE

Police Dept Phone \* (555) 555-5555

Name of Responding Officer SGT SMITH

Police Report number 1234

Which corrective measure(s) have you taken to prevent a future theft or loss?  
 Installed monitoring equipment (e.g. video camera)  Provided security training to staff  
 Increased employee monitoring (e.g. random drug tests)  Requested increased security patrols by Police  
 Installed metal bars or other security on doors or windows  Hired security guards for premises  
 Secured Controlled Substances within safe  Terminated employee  
 Other

Describe how theft or loss occurred.  
 AFTER MIDNIGHT ON A MOONLESS NIGHT  
 478 characters remaining

Identifying Marks, Symbols, Price Codes (Controlled Substance only)  
 ABCDEFGH  
 505 characters remaining

If Official Controlled Substance Order Forms (DEA-222) were stolen, give numbers  
 123456  
 508 characters remaining

Previous Next Cancel Logout

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

**Theft Loss Chemical / Drug / Disposal Details Entry**

Reported Lost or Stolen Chemicals					
Trader Name of Listed Chemical	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (mg or KG)	
3,4-METHYLENEDIOXYPHENYL-2-PROPANONE	8502.000	3,4-METHYLENEDIOXYPHENYL-2-PROPANONE	BOTTLE (S)	2 KG	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total Purchase Value of Controlled Chemicals stolen or lost \$250

Reported Lost or Stolen Controlled Substances					
Trader Name of Substance or Preparation	NDC #	Generic Name	Dosage Strength	Package Form	Total Quantity Lost or Stolen
MYTUSSIN DAC SYRUP	80432054104	PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN	30 MG-10 MG-100 MG/5 ML	SYRUP	2 ML

Total Purchase Value of Controlled Substances stolen or lost \$250

Reported Mail-Back or Inner Liners Lost or Stolen List			
Loss Type	Unique Identification #	Inner Liner Size	Total Quantity Lost or Stolen
Mail-back Package	1234567	1	

Any theft or loss at a Long-Term Care Facility  Yes  No

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 Section 7.1.2.2, 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

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.

### 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

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

**Theft Loss Chemical / Drug / Disposal Details Entry**

**Reported Lost or Stolen Chemicals**

Trader Name of Listed Chemical	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (mg or KG)	
<del>3,4-METHYLENEDIOXYPHENYL-2-PROPANONE</del>	<del>8502.000</del>	<del>3,4-METHYLENEDIOXYPHENYL-2-PROPANONE</del>	<del>BOTTLE (\$)</del>	<del>3 KG</del>	<input type="button" value="Edit"/> <input type="button" value="Undelete"/>

Total Purchase Value of Controlled Chemicals stolen or lost \$

**Reported Lost or Stolen Controlled Substances**

Trader Name of Substance or Preparation	NDC #	Generic Name	Dosage Strength	Package Form	Total Quantity Lost or Stolen	
<del>MYTUSSIN DAC SYRUP</del>	<del>60432054104</del>	<del>PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN</del>	<del>30 MG-10 MG-100 MG/5 ML</del>	<del>SYRUP</del>	<del>3 ML</del>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total Purchase Value of Controlled Substances stolen or lost \$

**Reported Mail-Back or Inner Liners Lost or Stolen List**

Loss Type	Unique Identification #	Inner Liner Size	Total Quantity Lost or Stolen	
<del>Mail-back Package</del>	<del>1234567</del>	<del></del>	<del>1</del>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Any theft or loss at a Long-Term Care Facility  Yes  No

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



U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION  
**DIVERSION CONTROL DIVISION**

---

**Theft Loss Chemical / Drug / Disposal Details Entry**

Reported Lost or Stolen Chemicals					
Trader Name of Listed Chemical	Chemical Code	Name of Listed Chemical	Package Form	Total Quantity Lost or Stolen (mg or KG)	
3,4-METHYLENEDIOXYPHENYL-2-PROPANONE	8502.000	3,4-METHYLENEDIOXYPHENYL-2-PROPANONE	BOTTLE (S)	3 KG	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total Purchase Value of Controlled Chemicals stolen or lost \$ 250

Reported Lost or Stolen Controlled Substances						
Trader Name of Substance or Preparation	NDC #	Generic Name	Dosage Strength	Package Form	Total Quantity Lost or Stolen	
MYTUSSIN-DAG SYRUP	80432054104	PSEUDOEPHEDRINE HCL/CODEINE PHOS/GUAIFENESIN	30-MG-10-MG-100-MG/5-ML	SYRUP	3 ML	<input type="button" value="Edit"/> <input type="button" value="Undelete"/>

Total Purchase Value of Controlled Substances stolen or lost \$ 250

Reported Mail-Back or Inner Liners Lost or Stolen List				
Loss Type	Unique Identification #	Inner Liner Size	Total Quantity Lost or Stolen	
Mail-back Package	1234567		1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Any theft or loss at a Long-Term Care Facility  Yes  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

Total Purchase Value of Controlled Substances Stolen or Lost: 250

Reported Mail-Back or Inner Liners Lost or Stolen List			
Loss Type	Unique Identification #	Inner Liner Size	Total Quantity Lost or Stolen
Mail-back Package	4234667		+

Any theft or loss at a Long-Term Care Facility  Yes  No

Previous Next


Cancel Logout

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


U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION  
DIVERSION CONTROL DIVISION

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**Print Chemical and Drug Theft/Loss Report(s)**

Amendment Key: [REDACTED]      Date of Theft / Loss: 05-15-2019

Please make a note of your Amendment Key and Theft/Loss Date. They are both required to access a Theft/Loss report in the future.

[Download 106](#) Please download a copy of your 106 Report for your records.

---

DEA FORM **106**
**Report of Theft or Loss of Controlled Substances**
U.S. Department of Justice  
Drug Enforcement Administration  
Diversion Control Division

OMB No. 1117-0001 (Exp. Date 10/31/2020)

Type of Report: (check one box only)     New Report     Amendment Key (prior report dated): [REDACTED]

1. Enter your DEA Registration Number: [REDACTED]

Name of Registrant: [REDACTED]

Address: [REDACTED]

City: [REDACTED]      State: [REDACTED]      ZIP Code: [REDACTED]

Point of Contact: JOHN J JONES

Email Address: [REDACTED]      Phone No.: 4444444444

---

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 Registrant: MANUF (BULK)

2. Type of theft or loss: BREAK-IN/BURGLARY

3. Loss in Transit. (\*Fill out this section only if there was a loss in transit, or hijacking 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 theft or loss?): \_\_\_\_\_

Was the package received and accepted by the consignee?     No     Yes (If yes, the consignee is responsible for reporting the theft or loss.)

If the package was accepted by the consignee, did it appear to be tampered with?     No     Yes

Name of Consignee / Supplier: \_\_\_\_\_

[Download 107](#) Please download a copy of your 107 Report for your records.

---

DEA FORM **107**
**Report of Theft or Loss of Listed Chemical**
U.S. Department of Justice  
Drug Enforcement Administration  
Diversion Control Division

OMB No. 1117-0024 (Exp. Date 9/30/2020)

Type of Report: (check one box only)     New Report     Amendment Key (prior report dated): [REDACTED]

1. If applicable, enter your DEA Registration Number or the Self Certify Certificate ID: [REDACTED]

Name of Business: [REDACTED]

Address: [REDACTED]

City: [REDACTED]      State: [REDACTED]      ZIP Code: [REDACTED]

Point of Contact: JOHN J JONES

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


The screenshot shows the 'Chemical and Drug Theft/Loss Reporting New and Existing Reports' interface. At the top, it displays the U.S. Department of Justice Drug Enforcement Administration logo and the text 'DIVERSION CONTROL DIVISION'. Below this, the page title is 'Chemical and Drug Theft/Loss Reporting New and Existing Reports'. The interface includes a search filter for 'Reports for Date: 05-16-2019' and an 'Amendment Key' field. A pagination bar shows '(1 of 1)' reports. A red banner indicates 'Withdrawn - Amendment Key: [REDACTED]'. The main content area shows a report with the following details:

Type of Loss:	Break-in/Burglary	Amend Report
Amendment Number:	1	Print Report
Losses:	Chemical-8502-000-2-Lost NDC-60432054104-2-Lost Mail-Back-Package-1-Lost	Unwithdraw Report

Below the report details, there is another pagination bar showing '(1 of 1)'. A note states: 'Select New Theft/Loss Report to add a new report for this date. Please ensure the report is really new, and not an amendment to an existing report, by double checking the list of existing reports above.' At the bottom of the screen, there are buttons for 'Previous', 'New Theft/Loss Report', 'Cancel', and 'Logout'.

Figure 54 – Withdrawn Report Screen

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

DIVERSION CONTROL DIVISION

U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION

### Chemical and Drug Theft/Loss Reporting New and Existing Reports

Reports for Date: 05-16-2019      Amendment Key: XXXXXXXXXX

(1 of 1)    1    3

Active - Amendment Key: 5GKX8HDZ0DA6

Type of Loss:	Break-in/Burglary	<input type="button" value="Amend Report"/>
Amendment Number:	1	<input type="button" value="Print Report"/>
Losses:	Chemical: 8502.000, 2 Lost NDC: 60432054104, 2 Lost Mail Back Package: 1 Lost	<input type="button" value="Withdraw Report"/>

(1 of 1)    1    3

Select New Theft/Loss Report to add a new report for this date. Please ensure the report is really new, and not an amendment to an existing report, by double checking the list of existing reports above.

Figure 55 – Unwithdrawn Report Screen

47 | Theft/Loss Reporting System, Unlimited Distribution

## 8.0 Requesting a Class II Chemicals Only Reporter Number

If you are a manufacturer, distributor, importer, or exporter and only handle List II 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

The screenshot shows the 'Chemical and Drug Theft/Loss New List II Chemicals Only Reporter Information' form. The form is titled 'Chemical and Drug Theft/Loss New List II Chemicals Only Reporter Information' and is part of the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division. The form includes the following fields and options:

- Business Name\* (text input)
- Business Type\* (radio buttons for Manufacturer, Distributor, Exporter, Importer)
- Business Address Line 1\* (text input)
- Business Address Line 2 (text input)
- City\* (text input)
- State\* (dropdown menu with '- State -')
- Zip\* (text input with note '(No dashes or spaces)')
- Business Phone Number\* (text input)
- Business Email Address\* (text input)
- Point of Contact Name\* (text input)

A modal dialog box titled 'Are You An Existing Registrant?' is overlaid on the form, asking 'Do you already have a DEA or CMEA registration number?' with 'Yes' and 'No' buttons. The 'Next' button is located at the bottom left of the form, and the 'Cancel' button is at the bottom right.

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

**Chemical and Drug Theft/Loss Registration**

You are submitting the following 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

Help us keep this site secure by validating the following:

I'm not a robot 

reCAPTCHA  
Privacy - Terms

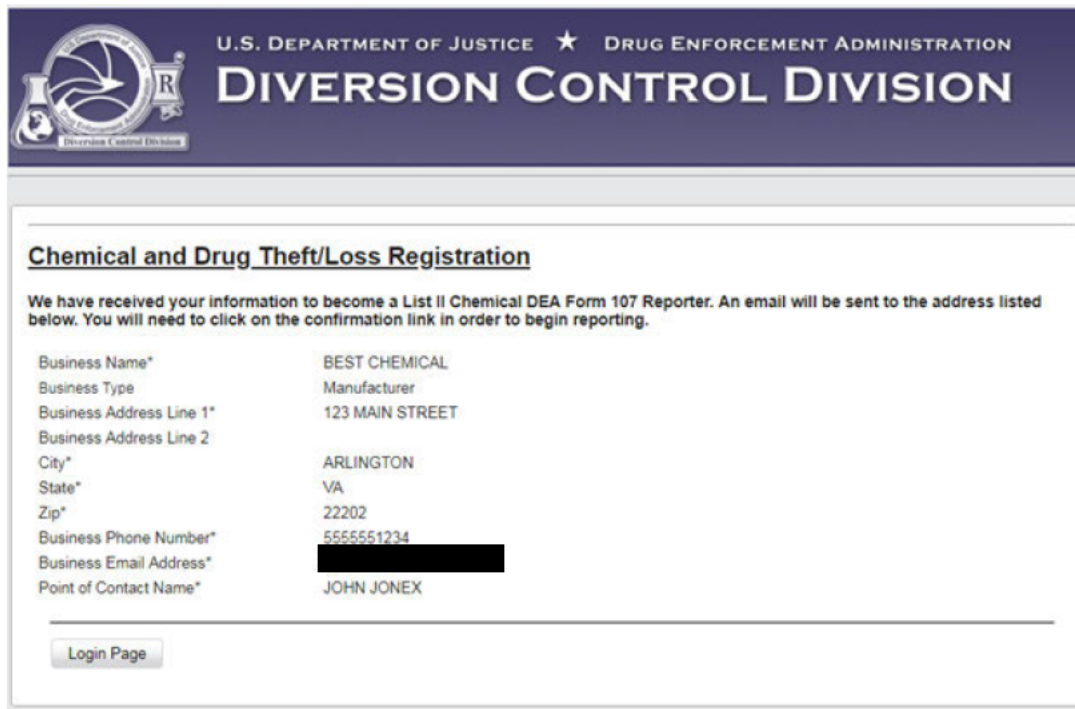
[Previous](#) [Register](#) [Logout](#)

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



The screenshot displays the header for the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division. Below the header, the page title is "Chemical and Drug Theft/Loss Registration". A message states: "We have received your information to become a List II Chemical DEA Form 107 Reporter. An email will be sent to the address listed below. You will need to click on the confirmation link in order to begin reporting." A table lists the registration details for "BEST CHEMICAL", a manufacturer located at 123 MAIN STREET, ARLINGTON, VA 22202. The contact name is JOHN JONEX. A "Business Email Address" field is redacted with a black box. A "Login Page" button is visible at the bottom left of the form area.

Business Name*	BEST CHEMICAL
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*	[REDACTED]
Point of Contact Name*	JOHN JONEX

[Login Page](#)

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

From: <[DEAForm107Team@usdoj.gov](mailto:DEAForm107Team@usdoj.gov)>  
Date: Wed, May 8, 2019 at 4:06 PM  
Subject: Please confirm your registration for DEA Form 107 access  
To: [REDACTED]

Greetings JOHN JONEX,  
Please confirm your registration for DEA Form 107 access by clicking on the link below.

Registration Information:

Business Name: BEST CHEMICAL  
DEA Provided List II Reporter #: L224740935  
Address: 123 MAIN STREET, ARLINGTON VA 22202  
<https://10.10.112.200:8443/TLR-jboss-test/registrationConfirm.xhtml> [REDACTED]

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

**U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION**  
**DIVERSION CONTROL DIVISION**

Chemical and Drug Theft/Loss Registration Confirmation

**Login Information**

**i** Your email had been confirmed. You can now login to DEA Form 107 and submit reports.

Company Name: BEST CHEMICAL  
List II ID: [REDACTED]  
Address: 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.)