



CONTROLLED SUBSTANCES DISCREPANCY FORM

Instructions: This form should be completed if a discrepancy in the amount of controlled substances is discovered. See page 2 for **CHECKLIST OF STEPS TO BE TAKEN IN CASES OF SUSPECTED LOSS OR THEFT OF CONTROLLED SUBSTANCES.**

Name of Registrant:

Type of Discrepancy: Include discrepancies noted that are potentially indicative of significant loss or theft of controlled substances.

Significant Loss of Controlled Substances

Theft of Controlled Substances

Date of Discovery:

Time of Discovery:

Location Where Discrepancy was Discovered:

Name/Phone Number/Email Address of Person who Made Discovery:

Name(s), Schedule(s) and Form(s) of Controlled Substances Involved:

Description of Circumstances of Discrepancy (e.g., evidence of attempted break-in, broken safety tab on container, evidence of missing containers or substances, discrepancy in inventory/audit):

Names/Titles of Any Person Involved in Discrepancy and/or Discovery or Reporting of Discrepancy:

Names/Title of Person Completing this Report:

Signature:

Date:

Fax or email copies of this form to the following units:

The University of Toledo IACUC Office
Office: (419) 383-5321 | Email: IACUC@utoledo.edu



CHECKLIST OF STEPS TO BE TAKEN IN CASES OF SUSPECTED LOSS OR THEFT OF CONTROLLED SUBSTANCES

- 1. If a registrant has a reasonable belief or suspicion that there has been (a) theft of any amount of a controlled substance; or (b) significant loss of a Controlled Substance, the event must be promptly reported to the following units:
- University of Toledo IACUC Office
- University of Toledo Police Department (UTPD)
- U.S. Drug Enforcement Agency (DEA)
- Ohio Board of Pharmacy (OBP).

If there is doubt about whether a report should be made, err on the side of reporting.

- 2. To determine if a loss is "significant," the registrant should consider the following factors:
a. The actual quantity of controlled substance lost in relation to the type of activities performed by registrant.
b. The specific controlled substance that was lost and whether it is a likely candidate for diversion.
c. Whether the loss can be associated with access to the controlled substances by specific individuals.
d. Whether the loss can be attributed to unique activities that take place involving the controlled substances.
e. Whether there has been a pattern of losses of a specific period or alternatively, whether the loss appears to be random.
f. The results of any efforts to resolve the loss.
g. Any local trends or other indicators that the lost controlled substance has been diverted.

Registrants with questions about how to apply the foregoing factors in determining if a loss is significant can contact IACUC for advice.

- 3. The contacts, correct forms and timetable for reporting are listed below:

Table with 3 columns: Unit Receiving Report, Contact Information, and Timetable. Rows include DEA, OBP, UTPD, and IACUC Office.