

# Wisconsin Department of Safety and Professional Services

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## PHARMACY EXAMINING BOARD

### PROCEDURE FOR REPORTING THEFT OR LOSS OF CONTROLLED SUBSTANCES

**Phar 8.02(3)(f) Records:** In any instance that a pharmacy, practitioner or other DEA registrant authorized to possess controlled substances is required to file with the DEA a report of theft or loss of controlled substances, the pharmacy, practitioner or other DEA registrant shall also send a copy to the board within 2 weeks of filing with the DEA.

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Any pharmacy, practitioner or other drug enforcement administration registrant is responsible for reporting the theft or significant loss of controlled substances to:

1. U.S. Department of Justice, DEA Kluczynski Building, Ste. 1200, 230 S. Dearborn Street, Chicago, IL 60604 (312-353-1236, or 1-800-478-7642 toll free 24 hours)
2. Wisconsin Pharmacy Examining Board, P.O. Box 8935, Madison, WI 53708-8935, (608-266-2112)

Report the theft or loss on DEA Form #106 (Report of Theft or Loss of Controlled Substances), obtainable from DEA at [www.dea diversion.usdoj.gov](http://www.dea diversion.usdoj.gov).

### DEA FAQ's

**Question:** What reports must be filed if a practitioner/physician experiences a theft or significant loss of controlled substances?

**Answer:** All thefts and any significant losses **must** be reported to the DEA immediately upon discovery of the theft or loss. Notification must be accomplished by completing and filing a DEA Form #106, *Report of Loss or Theft*. The form may be found on the Internet at [www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov) or may be obtained from your local DEA office. If the circumstances regarding the theft or loss need clarification before the form can be completed, the registrant can make an initial report via telephone or some other means and file the completed form as soon as the circumstances are known.