

Standard Operating Procedure (SOP) for the Reporting of Loss or Theft of Controlled Substances (Due Diligence Security Process)

Purpose

The purpose of this SOP is to explain the process that the registrant will follow in case of a loss or theft of a controlled substance.

Process

If a loss or theft of any amount of a Controlled Substance is identified, we will fill out the [Controlled Substances Discrepancy Report: Form 5 \(DOCX\)](#). The following should receive the completed form immediately:

Emory Environmental Health & Safety Office (EHSO)

- Scott Thomaston, Director Environmental Programs: (404) 727-1349; Fax – (404) 727-9778 Email – sthom07@emory.edu
- Maureen Thompson – Health & Safety Officer, Emory Primate Center: (404) 727-8012; Fax (404) 727-7197 Email – mthomp2@emory.edu

Emory Office of Research Integrity and Compliance (ORIC)

- Maria Davila, ORIC Director, at 404-712-8676 or maria.davila@emory.edu.

Thefts or losses of any amount of a controlled substance must be reported to the Emory Police, Drug Enforcement Agency (DEA), Georgia Pharmacy Board (GPB), and Georgia Drugs and Narcotics Agency (GDNA).

- **Emory Police Department (EPD)**- Submit completed Form 5 to Deputy Chief Burt Buchtinec to Fax (404) 727-3614 or via email at BBUCHTI@emory.edu. You may call him for questions at (404) 727-6115
- **DEA**- Complete and submit DEA Form 106 online at https://www.deadiversion.usdoj.gov/21cfr_reports/theft/ within one business day of discovery.
- **GDNA**- FAX copy of DEA Form 106 to (404) 651-8210. For questions, contact them at (404) 656-5100. Report it within 48 hours of discovery.
- **GPB**-Within 48 hours of discovery, fax a copy of the completed Dangerous Drugs Discrepancy Form to (470) 386-6137.