



### WHO MUST REPORT AND WHEN?

#### *Who must report?*

All licensees of the Board of Pharmacy - including Pharmacies, Terminal Distributors, Wholesale Distributors, Prescriber Clinics, EMS Locations, and Veterinarian Facilities.

#### *What must be reported?*

- Controlled and non-controlled dangerous drugs
- Dangerous drugs in transit (shipped to or from your location)
- Prescription drug documents

#### *When?*

Immediately upon discovery of any theft or significant loss.

**Note:** Internal policies do not override this requirement. Licensees and employees must ensure immediate notification.



### HOW TO REPORT A THEFT OR LOSS

#### *Report by phone immediately:*

- Call **614-466-4143** or contact your assigned compliance specialist, inspector, or agent; or
- Via the Board's online portal ([www.pharmacy.ohio.gov/portal](http://www.pharmacy.ohio.gov/portal)). The portal will still need to be completed if you make initial telephone contact.
- Faxed notifications will not be accepted.

#### *Definition: "Immediately Upon Discovery"*

A report must be made upon reasonable suspicion: "Specific and articulable facts that, when considered together, lead a reasonable person to believe a theft or loss has occurred." Even without confirmation, suspicion alone is enough to require reporting.



### WHAT IS A SIGNIFICANT LOSS? Licensees must use their professional judgment.

#### *Consider:*

- Quantity lost vs. business type - Tied to individuals or activities?
- Pattern of loss
- Drugs commonly diverted
- Investigative efforts

Even small losses, if repeated, may indicate a significant problem.

Protecting Public Health. Ensuring Compliance.

[www.pharmacy.ohio.gov](http://www.pharmacy.ohio.gov)

Contact: [www.pharmacy.ohio.gov/contact](http://www.pharmacy.ohio.gov/contact)

(Select "Compliance/Enforcement Information")



**CONTROLLED SUBSTANCES - ADDITIONAL REQUIREMENTS**

*If the theft or loss involves a controlled substance:*

- 1. Notify the DEA online via Form 106:**  
[www.pharmacy.ohio.gov/DEA106](http://www.pharmacy.ohio.gov/DEA106)
- 2. Notify the Board of Pharmacy using our online portal:**  
[www.pharmacy.ohio.gov/portal](http://www.pharmacy.ohio.gov/portal)  
Deadline: Within 30 days of discovery

For more information, visit: [www.pharmacy.ohio.gov/DEATheft](http://www.pharmacy.ohio.gov/DEATheft)



**LOSS OF PRESCRIPTION DRUG DOCUMENTS**

*Immediately report the loss of:*

- Uncompleted prescription blanks
- Written but undispensed prescriptions
- Dispensed original prescriptions
- Official written order forms (ORC 3719.011(Q))

All prescribers, terminal distributors, and wholesalers must comply.



**ADDITIONAL REQUIREMENTS**

In addition to the initial notification requirements, a licensee is required to submit a detailed report of the theft or significant loss to the Board using the online portal within thirty days following the discovery of such theft or significant loss. This detailed report is similar to the form required by DEA (Form 106) and must be submitted using the online portal.

For more information on how to use our online portal, review our guidance document at:

[www.pharmacy.ohio.gov/SubmitTheftLossReport](http://www.pharmacy.ohio.gov/SubmitTheftLossReport)