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THE UNIVERSITY OF
KANSAS HEALTH SYSTEM

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Owner Christopher Bell:
Director, System
Inpatient
Pharmacy
Operations
Area Pharmacy -
Enterprise
Applicability TUKHS- Kansas
City Division

Controlled Substance Significant Loss and Reporting

SCOPE

This policy applies to all employees within The University of Kansas Health System.

PURPOSE

The purpose of this policy is to identify when the DEA is to be notified of a theft or significant loss of a controlled substance.

DEFINITIONS

BNDD - Bureau of Narcotics and Dangerous Drugs

Controlled Substance: A controlled substance is defined as a drug or chemical whose manufacture, possession, or use is regulated by the Drug Enforcement Agency.

DEA: Drug Enforcement Administration

POLICY

When a significant loss or theft of any controlled substance occurs, the site will report the discrepancy to the individual responsible for the pharmacy department or service, the Executive Director of Pharmacy Services and the Risk Management team.

Upon the discovery of such loss the hospital shall notify the Drug Enforcement Administration via online

submission of DEA Form #106 within one business day (21 CFR 1301.76(b)).

A significant loss of a controlled substance is defined as a single transactional negative discrepancy when theft is ruled out and the quantity exceeds, or is equal to:

- A. 30 oral tablets/ capsules/ unit dose liquids
- B. 5 patches
- C. 100 mLs of an oral liquid
- D. 5 suppositories
- E. 2 topical dosage forms
- F. 5 vials / syringes / ampules (less than or equal to 10mL each)
- G. 2 vials / syringes / ampules (larger than 10mL each)
- H. 1 Patient-Controlled Analgesia (PCA) syringe
- I. 1 Intravenous (IV) bag

Any identified theft of a controlled substance must be reported to the DEA via Form #106

The leader or supervisor responsible for the impacted pharmacy license(s) may elect to initiate an internal investigation or report loss to the DEA if they believe a loss is significant given their specific site or work flow, even if said loss does not exceed thresholds specified above.

If the loss or theft occurs within the state of Kansas, the Pharmacist-In-Charge (PIC) must notify the Kansas Board of Pharmacy in writing within one day of discovery.

If the loss or theft occurs within the state of Missouri, the PIC must notify the Bureau of Narcotics and Dangerous Drugs (BNDD) via the attached BNDD Reporting Form within 7 days of discovery.

REFERENCES

19 CSR 30-1.034(2)(B)

21 CFR 1301.76(b)

KAR 68-20-15b

MM.01.01.03 EP 5

SUPPORTING DOCUMENTS

[DEA's List of Controlled Substances](#)

[DEA Form #106](#)

[BNDD Reporting Form](#)

REVIEWED/APPROVED BY

Pharmacy Compliance Readiness Committee (February 2017)

Pharmacy Ambulatory Leadership Committee (March 2017)

Note: The University of Kansas Health System policies are maintained electronically and are subject to change. Printed copies may not reflect the current official policy.

Approval Signatures

Step Description	Approver	Date
	Jennifer Palmer: Health System Policy Administrator	09/2022
	Christopher Bell: Director, System Inpatient Pharmacy Operations	09/2022
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