

COLUMBIA UNIVERSITY
POLICY FOR THE ACQUISITION, USE AND DISPOSAL
OF CONTROLLED SUBSTANCES IN RESEARCH

Additional Information Regarding Reporting Loss, Theft or Unauthorized Use

- Any loss of a controlled substance, including theft, unauthorized use, or unauthorized destruction, must be reported to the Licensed Individual and Columbia University Public Safety.
- The Licensed Individual whose controlled substances were lost, stolen, or subject to unauthorized use must also document the incident in writing for submittal to the DOH and DEA within **one business day**.
- The written statement must describe the kinds and quantities of controlled substances in question, and the specific circumstances involved.
- If a controlled substance is stolen, lost, or destroyed in transit, a similar report is needed that includes documentary evidence that local authorities were notified.
- The Licensed Individual should retain a copy of any statement for at least three years.
- Every DEA registrant is required to notify the DEA field office in their area (DOH) of any theft or significant loss of controlled substances upon its discovery.
- DEA has always viewed "upon discovery" to mean that notification should occur immediately and without delay once the circumstances surrounding the theft or significant loss are clear.
- The DOH "[Loss of Controlled Substances Report](#)" Form-2094 is to be used to report all losses of controlled substances due to diversion (unknown, suspected, or possible). A link to the instructions and [DEA Form 106](#) is available via this website link. However, do not use this form if:
 - You have not previously registered with the DEA
 - The theft or loss you are reporting is not of a controlled substance; or
 - You want to correct minor inventory shortages.