



Office of Controlled Substances
/ Office of Medical Cannabis
File No.

Loss or Theft Report Form for Controlled Substances and Precursors (Appendix A)

1. Name of Establishment		Type of Report: New Amendment Recovery		2. Date of Discovery
3. Street	City	Province	Postal code	4. Telephone

5. Type of Establishment

:

6. Type of Loss or Theft

If Other, specify:

7. Has this been reported to the police? Yes No Date :	Name of Police Service		
	Incident number	Telephone number	
	Name of Investigating officer		
	E-mail of Investigating officer		

8. For loss in transit Name of transport company	Investigation Report Received ?	Yes No
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List of controlled substances and/or precursors lost or stolen

9. Trade name and unit strength. If no trade name exists, the generic or other product name and the name of the manufacturer.	10. Dosage form if applicable.	11. Unit of Measurement	12. Quantity	13. DIN/ NPN or Lot #

* Please indicate if a separate page is attached – Yes No

Please attach the following as separate pages

- 14. Details of loss or theft discovery (including occurrence date if known)
- 15. Description of physical security measures in place (for Licensed Dealers, if different than on file with the Authorization Division at the Office of Controlled Substances)
- 16. Description of security measures put in place to prevent future loss or theft
- 17. Copy or summary of the report submitted to the Police

18. Name and title of official individual reporting loss or theft (printed):	Licence number:
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Signature :	Date :	Email Address:
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Submit to

Health Canada Office of Controlled Substances
161 Goldenrod Driveway A.L. 0300B
Ottawa ON K1A 0K9
Tel. : 613-952-2177
Toll Free: 1-866-569-2560
Fax: 613-957-0110
Email: OCS_Reporting_Rapporteur_BSC@hc-sc.gc.ca

Health Canada Office of Medical Cannabis
161 Goldenrod Driveway A. L. 0300B
Ottawa ON K1A 0K9
Toll Free: 1-866-337-7705
Fax : 613-941-6840
Email: CMC@hc-sc.gc.ca

Instructions for completing the form:

1. Enter the name of the establishment and store number (if applicable) that has suffered the loss or theft, i.e. the name of the licensed dealer, pharmacy, hospital, etc.
2. Enter the date as per the regulation "discovery date".
3. Based on official documentation, enter the exact address of the establishment, as per accreditation, i.e. Establishment licence, pharmacy number given by College, etc.
4. Telephone number of a contact who can be reached if the Office of Controlled Substances (OCS) or the Office of Medical Cannabis (OMC) has inquiries regarding the loss or theft.
5. Select the type of establishment reporting the loss or theft. The types are as listed below (If your establishment does not fit any of the options, enter Other along with the type of establishment that you believe you are):
 - 5.1 **CDSA Section 56 exemptee** - an individual or class of individuals that are exempted under section 56 of the CDSA such as but not limited to: Methadone Prescribers, Paramedics, Researchers, Principal Investigator of Human Clinical Trial, Research Laboratories, First Nations and Inuit Health Branch nurses working in Nursing Stations. The authorization number for the exemption should be listed as well.
 - 5.2 **Hospital** –including but not limited to locations such as a hospital, nursing home, health care centre, in-patient pharmacy at a hospital.
 - 5.3 **Licensed Dealer** – Any establishment that has received a licence from the Office of Controlled substances to conduct regulated activities with controlled substances or precursors. The licence number assigned to the establishment by the OCS should be entered.
 - 5.4 **Licensed Holder** – The holder of a licence under s.9 of the *Industrial Hemp Regulations* (IHR) to import, export, produce, sale, offer to sale, provide, transport, send or deliver industrial hemp.
 - 5.5 **Licensed Researcher** – the holder of a licence under S67of the Narcotic Control Regulations to cultivate, gather or produce opium poppy or marihuana for scientific purposes. The licence number assigned to the establishment by the OCS should be entered.
 - 5.6 **Licensed Producer** – the holder of a licence issued under s35 of the *Access to Cannabis for Medical Purposes Regulations* (ACMPR)
 - 5.7 **Pharmacy** – Any establishment designated as a pharmacy or an out-patient pharmacy at a hospital. The licence number for the pharmacist should be entered.
 - 5.8 **Practitioner** – Any person licensed as a Practitioner including new classes of practitioners, i.e. doctors, veterinarians, dentists, midwives, podiatrists and nurse practitioners. Select this option if the loss or theft occurred at the office/clinic. The individual provincial licence number should be included.
 - 5.9 **Registered Dealer** – Any establishment licensed to conduct certain activities with Class B precursors. Include the registration number assigned by the OCS.
 - 5.10 **Registered Person** – a person registered with the Minister under part 2 of the ACMPR.
6. This is the type of loss/theft suffered by the establishment. The types are as listed below:
 - 6.1 **Armed Robbery** – means the theft of a controlled substance or precursor accomplished through threats of violence toward personnel at a facility during working hours.
 - 6.2 **Break and Entry** – means the theft of a controlled substance or precursor from the storage of a facility by forced entry after working hours.
 - 6.3 **Grab Theft** – means the theft of a controlled substance or precursor from a facility during working hours without warning. The person conducting the theft 'grabs' the product and escapes.
 - 6.4 **Loss in Transit** – occurs when product has been lost, misplaced or stolen during transport from one location to another.
 - 6.5 **Loss Unexplained** – including inventory discrepancies that cannot be explained (Please comment on the frequency of reconciliation counts), is:
 - 6.5.1 a loss unexplained at the time of reporting (i.e. within 10 days of its discovery, except under the *Industrial Hemp Regulations* and Part J of the *Food and Drug Regulations*) that continues to be investigated internally and upon completion, additional information must be provided to OCS as an amendment to the original form ; or
 - 6.5.2 a loss that remains unexplained after an internal investigation, which may be subject to an external investigation by law enforcement and for which an amendment must be sent to OCS upon completion of the investigation if known; or
 - 6.5.3 a loss that cannot be attributed to any particular cause or action (excluding unusual waste.)
 - 6.6 **Pilferage** – means the theft of a controlled substance or precursor chemical from a facility by an employee during working hours.
 - 6.7 **Unusual Waste** – means claims of waste of a controlled substance or precursors that can be explained but not on the basis of normally accepted business activities. (eg. Production waste, yield loss)
 - 6.8 **Other Loss or Theft**– means any other type of loss or theft that doesn't fit in the categories above (e.g. picking errors, manufacturer's shortages: ie. Sealed bottles containing fewer product than listed on label, etc.)
7. If the loss or theft has been reported to the Police, please enter the pertinent details of the detachment notified.
8. List the name of the transport company shipping the substances.

9. List the trade name of the controlled substance (if applicable) or the proper name if it is a raw material or post-consumer returns if a container went missing. List the unit strength if it is a tablet or mixture, etc. The manufacturer name should also be listed if known.
10. List the form of the substance, i.e. tablet, capsule, etc.
11. List the unit of measurement of the substance (if applicable), i.e. g, mg, mL, L, etc.
12. The quantity of substance that was lost or stolen.
13. The Drug Identification Number (DIN) or Natural Product Number (NPN) as assigned by Health Canada or the Lot # for Precursors or medical marihuana for the product should be listed if it is known.
14. Append an explanation regarding how the loss/theft occurred and/or was discovered. It is preferable that the explanation be as detailed as possible. (including occurrence date if known)
 - 14.1 If the investigation is ongoing, please note as such on the form and submit the investigation report as soon as it is completed with a copy of the submitted form.
15. Append an explanation as to the security measures currently in place in the establishment. Licensed dealers can also list the security level they are currently authorized for.
16. Append any updates to security measures (i.e. Preventative measures) that are being implemented due to the loss/theft. Changes to physical security for the storage of controlled substances may require approval prior to implementation – please submit any proposed security changes to OCS_Reporting_Rapporteur_BSC@hc-sc.gc.ca OR cmc@hc-sc.gc.ca (for medical Cannabis) indicating your file/licence number.
17. Append a copy or summary of the report submitted to the Police, if required.
18. The Report should be signed and dated by the official individual as defined in the CS-GD-005.