



Reporting Loss or Theft of Controlled Substances

“**Controlled Substance**” is a substance listed in Schedules I – V to the [Controlled Drugs and Substances Act](#). (See [Drug Distribution by Prescription](#) for more details of each type of controlled substance.)

“**Loss**” is the physical disappearance of controlled substances or precursors that is unexplained at the time of discovery. (e.g., dispensing the wrong quantity of drug which the patient keeps, dropped tablets that are not retrieved.)

“**Theft**” is the removal of any quantity of controlled substances or precursors under the custody of a regulated party without legitimate consent. (e.g., robberies, internal theft, filling forged prescriptions.)

Federal Obligation to Report Loss or Theft of Controlled Substances

Federal laws require pharmacists to report the loss or theft of controlled substances within **10 calendar days** of discovery. Reports may be submitted to Health Canada using:

- [Health Canada E-Services Portal](#) or [Loss or Theft Report Form](#).

See Health Canada’s [Guidance on Reporting of Loss or Theft of Controlled Substances and Precursors](#) for further instruction.

Reporting to Local Law Enforcement

- 1.1. Pharmacists must forward a copy of [Health Canada’s Loss or Theft Report Form](#) to local law enforcement for loss or theft of controlled substances used for Opioid Agonist Therapy (see [OAT Standards](#)).

Reporting to the SCPP

- 1.2. To disseminate information to other pharmacies the SCPP requests that pharmacists:
 - 1.2.1. Forward a copy of [Health Canada’s Loss or Theft Report Form](#) to the SCPP as soon as it has been submitted to Health Canada; and
 - 1.2.2. Submit the [Forgery Report Form for all Prescription Drugs \(Filled and Unfilled\)](#) to the SCPP for all forged prescriptions (see SCPP’s [Forgeries](#)).

Retention

Health Canada requires all records related to loss or thefts of controlled substances to be kept on-site for **two** years. Also see SCPP’s [Record Retention](#).