### Coincident Activities

#### 21 CFR 1301.13

<table>
<thead>
<tr>
<th>(v) Research</th>
<th>Schedule I</th>
<th>New–225 Renewal–225a</th>
<th>244</th>
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<td>Research</td>
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A researcher may manufacture or import the basic class of substance or substances for which registration was issued, provided that such manufacture or import is set forth in the protocol required in § 1301.18 and to distribute such class to persons registered or authorized to conduct research with such class of substance or registered or authorized to conduct chemical analysis with controlled substances.

<table>
<thead>
<tr>
<th>(vi) Research</th>
<th>Schedules II–V</th>
<th>New–225 Renewal–225a</th>
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<td>Research</td>
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May conduct chemical analysis with controlled substances in those schedules for which registration was issued; manufacture such substances if and to the extent that such manufacture is set forth in a statement filed with the application for registration or reregistration and provided that the manufacture is not for the purposes of dosage form development; import such substances for research purposes; distribute such substances to persons registered or authorized to conduct chemical analysis, instructional activities or research with such substances, and to persons exempted from registration pursuant to § 1301.24; and conduct instructional activities with controlled substances.
A registrant may authorize one or more individuals, whether or not located at his or her registered location, to issue orders for Schedule I and II controlled substances on the registrant's behalf by executing a power of attorney for each such individual, if the power of attorney is retained in the files, with executed Forms 222 where applicable, for the same period as any order bearing the signature of the attorney. The power of attorney must be available for inspection together with other order records.

A power of attorney must be executed by the person who signed the most recent application for DEA registration or reregistration; the person to whom the power of attorney is being granted; and two witnesses.

A power of attorney must be revoked by the person who signed the most recent application for DEA registration or reregistration, and two witnesses.
Power of Attorney for DEA Forms 222 and Electronic Orders:

(Name of registrant)

(Address of registrant)

(DEA registration number)

I, ____ (name of person granting power), the undersigned, who am authorized to sign the current application for registration of the above-named registrant under the Controlled Substances Act or Controlled Substances Import and Export Act, have made, constituted, and appointed, and by these presents, do make, constitute, and appoint ____ (name of attorney-in-fact), my true and lawful attorney for me in my name, place, and stead, to execute applications for Forms 222 and to sign orders for Schedule I and II controlled substances, whether these orders be on Form 222 or electronic, in accordance with 21 U.S.C. 828 and Part 1305 of Title 21 of the Code of Federal Regulations. I hereby ratify and confirm all that said attorney must lawfully do or cause to be done by virtue hereof.

(Signature of person granting power)

I, ____ (name of attorney-in-fact), hereby affirm that I am the person named herein as attorney-in-fact and that the signature affixed hereto is my signature.

(Signature of attorney-in-fact)

Witnesses:
1. ______
2. ______

Signed and dated on the _____ day of ____, (year), at _____.

Notice of Revocation

The foregoing power of attorney is hereby revoked by the undersigned, who is authorized to sign the current application for registration of the above-named registrant under the Controlled Substances Act or the Controlled Substances Import and Export Act. Written notice of this revocation has been given to the attorney-in-fact _____ this same day.

(Signature of person revoking power)

Witnesses:
1. ______
2. ______

Signed and dated on the _____ day of ____, (year), at _____.
“Order Forms”
DEA Form 222: 21 CFR 1305.03

Order Forms are Required for Each Transfer of a CS in Schedule I & II
Except…:

• Distributions to persons exempt from registration

• Exports from the U.S.

• Deliveries to …analytical laboratory

• Deliveries from a central fill pharmacy…to a retail pharmacy
DEA Form 222: 21 CFR 1305.11 (a)

- Order Forms are Issued in Books of Seven Forms Each.

- Each Form has Three Copies:
  
  Supplier (Copy 1) (Brown)
  DEA (Copy 2) (Green)
  Purchaser (Copy 3) (Blue)

- Order Forms (are) Serially Numbered and issued with
  
  Name
  Address
  Registration # of the Registrant
  Authorized Activity and Schedules of the Registrant
  (There no expiration dates for Order Forms)
See Reverse of PURCHASER'S Copy for Instructions
No order form may be issued for Schedule I and II substances unless a completed application form has been received. (21 CFR 1305.04).

TO: (Name of Supplier)

CITY and STATE

TO BE FILLED IN BY SUPPLIER

SUPPLIERS DEA REGISTRATION No.

TO BE FILLED IN BY PURCHASER

<table>
<thead>
<tr>
<th>No. of Packages</th>
<th>Size of Package</th>
<th>Name of Item</th>
<th>National Drug Code</th>
<th>Packages Shipped</th>
<th>Date Shipped</th>
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LAST LINE COMPLETED (MUST BE 10 OR LESS)

SIGNATURE OF PURCHASER OR ATTORNEY OR AGENT

Date Issued
DEA Registration No.
Name and Address of Registrant

Schedules

Registered as a
No. of this Order Form

U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II
DRUG ENFORCEMENT ADMINISTRATION
SUPPLIER'S Copy 1
See Reverse of PURCHASER’S
Copy for Instructions

No order form may be issued for Schedule I and II substances unless a
completed application form has been received. (21 CFR 1305.04).

OMB APPROVAL
No. 1117-0010

TO: (Name of Supplier)

STREET ADDRESS

CITY and STATE

DATE

TO BE FILLED IN BY SUPPLIER

SUPPLIERS DEA REGISTRATION No.

TO BE FILLED IN BY PURCHASER

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<th>LINE No.</th>
<th>No. of Packages</th>
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LAST LINE COMPLETED (MUST BE 10 OR LESS)

SIGNATURE OF PURCHASER
OR ATTORNEY OR AGENT

Date Issued

DEA Registration No.

Name and Address of Registrant

Schedules

Registered as a

No. of this Order Form

DEA Form -222
(MAY 2008)

U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II

DRUG ENFORCEMENT ADMINISTRATION

DEA Copy 2
No order form may be issued for Schedule I and II substances unless a completed application form has been received, (21 CFR 1303.04).

<table>
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<th>CITY and STATE</th>
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<th>No. of Packages Received</th>
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LAST LINE COMPLETED (MUST BE 10 OR LESS)

SIGNATURE OF PURCHASER OR ATTORNEY OR AGENT

Date Issued

DEA Registration No.

Name and Address of Registrant

Schedules

Registered as a

No. of this Order Form

DEA Form 222

(U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II)

DRUG ENFORCEMENT ADMINISTRATION

PURCHASER'S Copy 3
DEA Form 222: 21 CFR 1305.12

Executing Order Forms:

- Purchaser must prepare and execute ...in triplicate by means of interleaved ...sheets
- Each Form has Ten Lines
- Only One Item Per Line
- Total # of Items Are Noted on Form
- Prepared by Use of a Typewriter, Pen, or Indelible Pencil.
- Signature Should be Legible.
- Attachments to Order Forms Will Not Be Used.
- Name and Address of the Supplier
- Each Order Form Shall Be Dated and Signed by a Person Authorized to Sign an application for registration.
DEA Form 222: 21 CFR 1305.12

Executing Order Forms:

- From Whom the Controlled substances are Being Ordered Shall Be Entered on the Form.

- Only One Supplier May Be Listed on Any One Form.

- An Order Form May be Executed Only on Behalf of the Registrant Named on the Form.

- And Only if his Registration has not Expired, been Revoked, or Suspended.

- This may be the Person who Signed the Original Application

- Or by a Person to Whom He gave Power of Attorney
Filling Orders:

- The Purchaser must submit Copy 1 and Copy 2 of the Order Form to the Supplier and retain Copy 3 in (their) Files.

- The supplier must fill the entire order, if possible and the supplier desires to do so, and must record on Copies 1 and 2 the number of commercial or bulk containers furnished on each item and the date on which such containers are shipped.

- The supplier must retain Copy 1 of the order form for his own files and forward Copy 2 to the DEA office in the region where the supplier is located. Copy 2 must be forwarded at the close of the month during which the final shipment is made or the 60 day validity period expires.

- The purchaser must record on Copy 3 of the order form the number of commercial or bulk containers furnished on each item and the dates on which such containers are received by the purchaser.
Unaccepted Order Forms: 1305.15

- No order form shall be filled if:
  - The order is not complete, legible or properly prepared, executed or endorsed or shows any alteration, erasure or change of description.

- A defective order form may not be corrected; it must be replaced by a new order form.

Preservation of Order Forms: 1305.17

- Order forms must be maintained separately from all other records of the registrant.
- They are required to be kept available for inspection for a period of two years.
Every inventory and other records are required to be kept and be available for at least 2 years.

**Schedule I & II:**
- Maintained Separately from All Other Records

**Schedules III, IV, & V**
- Separate from All Other Records or “Readily Retrievable”

Controlled Substance Items asterisk, redlined, or in some Manner which sets them Visually Apart
- Red Letter “C” Lower Right Corner
Inventory Requirements:

- Complete and Accurate Record
- All Substances “On Hand” (In Possession/Under the Control of)
- On The Date The Inventory is Taken
- May be taken:
  - (OOB) Opening of Business/or
  - (COB) Close of Business

- Maintained in Written, Typewritten, or Printed Form at the Registered Location.
- Separate Inventories For Each Registered Location.
- Separate Inventories For Each Independent Activity
Inventories: 21 CFR 1304.11 (b), (c)

- **Initial Inventory Date: 21 CFR 1304.11 (b):**
  - Inventory of all Stocks of CS
  - On The Date: First Engages in the Manufacture, Distribution, or Dispensing of Controlled Substances
  - Should Be Labeled “Initial Inventory”
  - Nothing on Hand: Record “0”

- **Biennial Inventory: 21 CFR 1304.11 (c):**
  - After the Initial Inventory
  - New Inventory at Least Every Two Years
  - On Any Date Which is Within Two Years of The Previous Biennial Inventory Date
  - Should Be Labeled “Biennial Inventory”
  - Nothing on Hand: Record “0”
Records:(Dispenser/Research)

21 CFR 1304.22 (c)

- Shall Maintain Records with the Same Information Required of Manufacturers Pursuant to Paragraph 1304.22 (a) (2) (i), (ii), (iv), (vii), and (ix) of this section.
  - The name of the substance
  - Each finished form (e.g., 10-milligram tablet or 10-milligram concentration per fluid ounce or milliliter) and the number of units or volume of finished form in each commercial container (e.g., 100-tablet bottle or 3-milliliter vial);
  - The number of units of finished forms and/or commercial containers acquired from other persons, including the date of and number of units and/or commercial containers in each acquisition to inventory and the name, address, and registration number of the person from whom the units were acquired;
  - The number of commercial containers distributed to other persons, including the date of and number of containers in each reduction from inventory, and the name, address, and registration number of the person to whom the containers were distributed;
  - The number of units of finished forms and/or commercial containers distributed or disposed of in any other manner by the registrant including the date and manner of distribution or disposal, the name, address, and registration number of the person to whom distributed, and the quantity in finished form distributed or disposed.
In addition Records for Dispensers and Researchers must include:

- Number of Units or Volume of Finished Form Dispensed
- Name, Address of the Person to Whom It Was Dispensed
- Date of Dispensing
- Number of units or volume dispensed
- Written or Typewritten Name or Initials of the Individual Who Dispensed or Administered the Substance on Behalf of the Dispenser
- Amount Disposed of in Any Other Manner
The theft/loss of controlled substances (CS) is governed by 21 CFR 1301.74(c), 1301.76(b).

- The registrant shall notify the Field Division Office of the Administration in his area of any theft or significant loss of any controlled substances within one business day of discovery.
- The registrant shall also complete, and submit DEA Form 106.
- "Reporting is On-Line or DEA Form 106.
- Theft should also be reported to local police with jurisdiction where the theft occurred.
- Also reported to any state agency which requires reports.
- Thefts and significant losses must be reported whether or not the controlled substances are subsequently recovered and/or the responsible parties are identified and action taken against them.
### REPORT OF THEFT OR LOSS OF CONTROLLED SUBSTANCES

Federal Regulations require registrants to submit a detailed report of any theft or loss of Controlled Substances to the Drug Enforcement Administration. Complete the front and back of this form in triplicate. Forward the original and duplicate copies to the nearest DEA Office. Retain the triplicate copy for your records. Some states may also require a copy of this report.

1. Name and Address of Registrant (Include ZIP Code)
   ZIP CODE

2. Phone No. (Include Area Code)

3. DEA Registration Number
   2 letter prefix 7 digit suffix

4. Date of Theft or Loss

5. Principal Business of Registrant (Check one)
   - Pharmacy
   - Practitioner
   - Manufacturer
   - Hospital/Clinic
   - Distributor
   - Methadone Program
   - Other (Specify)

6. County in which Registrant is Located

7. Was theft reported to Police?
   - Yes
   - No

8. Name and Telephone Number of Police Department (Include Area Code)

9. Number of Thefts or Losses Registrant has Experienced in the Past 24 Months

10. Type of Theft or Loss (Check one and complete items below as appropriate)
    - Night Break-In
    - Armed Robbery
    - Customer Theft
    - Employee Pilferage
    - Other (Explain)
    - Lost in transit (Complete item 14)

11. If Armed Robbery, was Anyone:
    - Killed: No
    - Yes (How many)

12. Purchase value to Registrant of controlled substances taken
    - Killed
    - Injured
    - Yes (Est. Value)

13. Were any pharmaceuticals or merchandise taken?
    - No
    - Yes

14. IF LOST IN TRANSIT, COMPLETE THE FOLLOWING:
    A. Name of Common Carrier
    B. Name of Consignee
    C. Consignee’s DEA Registration Number
    D. Was the carton received by the customer?
    E. If received, did it appear to be tampered with?
    F. Have you experienced losses in transit from this same carrier in the past?

15. What identifying marks, symbols, or price codes were on the labels of these containers that would assist in identifying the products?

16. If Official Controlled Substance Order Forms (DEA-222) were stolen, give numbers.

17. What security measures have been taken to prevent future thefts or losses?

### PRIVACY ACT INFORMATION

AUTHORITY: Section 301 of the Controlled Substances Act of 1970 (PL 91-513).
PURPOSE: Report theft or loss of Controlled Substances.
ROUTINE USES: The Controlled Substances Act authorizes the production of controlled substances. The DEA may use personal information for the routine purposes stated above.

In accordance with the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The Valid OMB control number for this collection of information is 1117-0001. The collection of information is estimated to average 30 minutes per response.
## LIST OF CONTROLLED SUBSTANCES LOST

<table>
<thead>
<tr>
<th>Trade Name of Substance or Preparation</th>
<th>NDC Number</th>
<th>Name of Controlled Substance in Preparation</th>
<th>Dosage Strength</th>
<th>Dosage Form</th>
<th>Total Quantity Lost or Stolen</th>
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<tbody>
<tr>
<td>Examples</td>
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<tr>
<td>Desoxyn</td>
<td>00074-3377-01</td>
<td>Methamphetamine Hydrochloride</td>
<td>5 mg</td>
<td>Tablets</td>
<td>300</td>
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<tr>
<td>Demerol</td>
<td>00409-1181-30</td>
<td>Meperidine Hydrochloride</td>
<td>60 mg/ml</td>
<td>Vial</td>
<td>150 ml</td>
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<tr>
<td>Robitussin A-C</td>
<td>00031-8674-25</td>
<td>Codeine Phosphate</td>
<td>2 mg/cc</td>
<td>Liquid</td>
<td>5675 ml</td>
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I certify that the foregoing information is correct to the best of my knowledge and belief.

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Sign and Print Name: ____________________________  Title: ____________________________  Date: ____________________________
Theft or Loss Defined; Federal Notice FR Doc 05-15969, August 12, 2005, Volume 70, Number 155; 21 CFR 1301.76 (b)

- Actual Theft or Loss
- Loss (Unexplained Disappearance).
- Does not include Breakage, Damage, and/or Spillage
The supplier shall be responsible for reporting in-transit losses of controlled substances by the common or contract carrier selected pursuant to paragraph (e) of this section within one business day of discovery of such theft or loss.
Destruction of CS (DEA 41): 21 CFR 1307.21

- Request assistance from the Special Agent in Charge (SAC) of the Administration in the area in which the person is located for authority and instructions to dispose of Controlled Substances (CS)

- List all CS desired to dispose of on a DEA Form 41.

- In the event that a registrant is required regularly to dispose of CS, the SAC may authorize the registrant to dispose of such substances without prior approval on the condition that:
  - The registrant keep records of such disposals
  - File periodic reports with the SAC summarizing the disposals made
  - Method of disposal
The following schedule is an inventory of controlled substances which is hereby surrendered to you for proper disposition.

FROM:  (Include Name, Street, City, State and ZIP Code in space provided below.)

<table>
<thead>
<tr>
<th>Signature of applicant or authorized agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrant's DEA Number</td>
</tr>
<tr>
<td>Registrant's Telephone Number</td>
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</tbody>
</table>

NOTE: CERTIFIED MAIL (Return Receipt Requested) IS REQUIRED FOR SHIPMENTS OF DRUGS VIA U.S. POSTAL SERVICE. See instructions on reverse (page 2) of form.

<table>
<thead>
<tr>
<th>NAME OF DRUG OR PREPARATION</th>
<th>Number of Containers</th>
<th>CONTENTS (Number of grams, tablets, ounces or other units per container)</th>
<th>Controlled Substance Content (Each Unit)</th>
<th>FOR DEA USE ONLY</th>
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<td>DISPOSITION</td>
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Registrants will fill in Columns 1, 2, 3, and 4 ONLY.

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FORM DEA-41 (9-01)  Previous edition dated 6-86 is usable. See instructions on reverse (page 2) of form.
1301.71 General Security Requirements

- Registrants must provide effective controls against diversion
- Change in security
- Registrant request for review of proposed security systems
- Substantial compliance MAY be sufficient
1301.71 General Security Requirements

- Type of Activity Conducted - Registration Activities
- Type & Form of C/S Handled
- Quantity of C/S Handled
- Location of Premises (and relationship such location bears on security needs)
- Building Construction / General Characteristics of the Building(s)
- Type of Secure Enclosure
- Type of Closure on Vault, Safe, Cabinet
- Adequacy of Key Control
- Adequacy of Electronic Detection and Alarm Systems
- Extent of Public Access To Facility
- Registrant Supervision Over Employees Having Access To Manufacturing or Storage Areas
- Procedures for Handling Guests, Visitors, Maintenance Personnel and Non-Employee Service Personnel
- Availability of Protection
- Registrant’s System For Monitoring Receipt, Manufacture, Distribution and Disposition of Controlled Substances
1301.75 Practitioner Storage Requirements

- Schedule I-V controlled substances must be stored in a securely locked, substantially constructed cabinet.
- Pharmacies may disperse Schedule II-V controlled substances throughout the stock of non-controlled substances in a way that would obstruct a theft or diversion of the controlled substance.
- Researchers & chemical analysis / analytical laboratories are treated as practitioners.
- Carfentanil, etorphine, and diprenorphine must be stored in a safe or other approved security container.
Employment of a person who has access to controlled substances and which person has been convicted of a felony offense relating to controlled substances or had a DEA registration revoked or denied or surrendered for cause

Theft or loss of controlled substances

If registrants distribute a controlled substance, they are subject to the same record keeping and security requirements of a non-practitioner
Question: Within the past 5 years, have you been convicted of a felony, or within the past 2 years, of any misdemeanor, or are you presently formally charged with committing a criminal offense?

Question: In the past 3 years, have you ever knowingly used any narcotics, amphetamines, or barbiturates, other than those prescribed to you by a physician?
Any employee that has knowledge of drug diversion from his employer by a fellow employee has an obligation to report such information to a responsible security official.

The employer will treat this information as confidential.
Diversion Website

- http://www.deadiversion.usdoj.gov/
Contact Info

- Diversion Investigator Kyle Sizemore
  - Email: Kyle.M.Sizemore@usdoj.gov
  - Office Phone: 606-878-3006

- Diversion Investigator Tom Hill
  - Email: Thomas.B.Hill@usdoj.gov
  - Office Phone: 606-878-3004

- Diversion Investigator Rostant Farfan
  - Email: Rostant.P.Farfan@usdoj.gov
  - Office Phone: 606-862-4510