

Diversion Report Form

This form must be completed in the event that a discrepancy in the amount of Controlled Substances is discovered during an audit or inventory or as the result of loss or theft.

Report all diversion, loss, or any non-compliance immediately, within 24 hours, to the Controlled Substance Officer once the Form 6 registered PI or those authorized under him/her first become aware.

csp@bu.edu | Phone: 617-638-4510 | Fax: 617-638-8822

TYPE OF DISCREPANCY

Include discrepancies noted during audits or inventories that are potentially indicative of a Significant loss or theft of Controlled Substances.

Check all that apply

- Loss of Controlled Substances
- Theft of Controlled Substances
- Discrepancy of Inventory

Date of Discovery

Time of Discovery

Location Where Discrepancy Was Discovered

Name of Person who Made Discovery

Phone Number

Email

DESCRIPTION OF DISCREPANCY

Include name(s) and schedule(s) of Controlled Substances involved; description of circumstances of discrepancy (e.g., evidence of attempted break-in; broken safety tab on container; evidence of missing containers or substances; discrepancy in inventory/audit; names and titles of any persons involved in discrepancy and/or discovery).

SIGNATURES

PI Signature

Date

CSO Signature

Date