

Suspected theft or significant loss of controlled substances or List I regulated precursor chemicals must be immediately reported to: DPS at 213-740-4321 and EH&S at 323-442-2200 or ehs-cs@usc.edu.

Instructions

- Complete Section A.
- Provide signature and date of reporting party. Request for witness signature and date if applicable.
- Submit CS Form F to ehs-cs@usc.edu.

Section A – Reporting Party Information

Date of Incident:		Time of Incident:	
Incident Type: <input type="checkbox"/> Spill <input type="checkbox"/> Theft <input type="checkbox"/> Loss <input type="checkbox"/> Other:			
Reporting Party Name:		Email:	Phone:
DEA Registrant:		Email:	Phone:
CS Storage Campus: HSC <input type="checkbox"/> UPC <input type="checkbox"/>		Location of Incident (Building/Room #):	

Controlled Substance Name	Schedule (II – V)	Container ID #	State (tablet, powder, liquid)	Quantity Loss or Spilled

Precursor Chemical Name	DEA List	Quantity Loss or Spilled

Section B – EH&S Investigation (completed by EH&S personnel)

<input type="checkbox"/>	EH&S assisted reporting party in locating missing drug(s) or List I regulated precursor chemical(s).
<input type="checkbox"/>	EH&S allowed reporting party to locate missing drug(s) or List I regulated precursor chemical(s) within a limited time frame.
<input type="checkbox"/>	EH&S reported incident to DPS.
<input type="checkbox"/>	EH&S reported loss or theft to the local DEA Office.
<input type="checkbox"/>	EH&S assisted reporting party with spill clean-up.
<input type="checkbox"/>	Other:

Section B – EH&S Investigation (continued)

Incident Resolution (description)

Reporting Party Signature:

Date:

Witness Signature:

Date:

EH&S Staff Signature:

Date: