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1.0 Introduction

The United Nations (UN) has in place a global mechanism designed to limit the supply of Schedule I and II controlled substances and the List I chemicals ephedrine, pseudoephedrine, and phenylpropanolamine available for legitimate international use, thereby preventing the accumulation of surplus substance stockpiles. UN treaty agreements obligate the United States (US) to keep its production of controlled substances within a predetermined annual quota to help ensure this limited stockpile.

Section 306 of the Controlled Substances Act (CSA) gives the Drug Enforcement Administration (DEA) – through the Office of Diversion Control (OD) – the authority to establish quotas for each basic class of Schedule I and II controlled substance manufactured each year.

There are two types of quota assigned to Schedule I and II controlled substance manufacturers: procurement and manufacturing. There are three types of quota given to DEA-registered importers and manufacturers of ephedrine, pseudoephedrine, and phenylpropanolamine: procurement, manufacturing, and import. Production quotas determine the amount of selected substances a manufacturer will require in order to produce another substance (example: a manufacturer would require a quota for morphine to later produce the drug codeine). Manufacturing quotas limit the amount of substances or chemicals a manufacturer is allowed to produce in a given year. Import quotas affect the amount of chemicals a manufacturer is allowed to import into the United States for the purposes of later manufacture or distribution.

ODEQ ascertains such quotas, in part, by projecting requirements based upon a manufacturer's reported inventory, procurement, and disposition activity. YERS is an online resource for manufacturers to securely submit their year-end sales and inventory reports.

1.1 Scope

This manual covers the user operation of the Year-End Reporting and Quota System. After reading this documentation, users will be able to:

- Login to the system
- File a year-end report
- Update a year-end report
- Print a year-end report
- Delete a year-end report
- File a null report
1.2 Login

Enter the following:

- **DEA Number**: the unique identifying number issued to each registrant.
- **Username**: the user account name, provided by ODE.
- **Password**: the unique identifying set of characters comprised of alphanumerical and special characters used to access an account, initially provided by ODE.

To clear the fields, click the **Reset** button. Click the **Next** button on this page to proceed to the Login Confirmation screen. An error will be displayed if any of the information is incorrect.

One the Login Confirmation screen, click the **Next** button to continue. The **Back** button will return administrators to the Login screen.
1.3 Changing the Password

To change the current password, check the **Change Password** checkbox on the Login screen before clicking the **Next** button.

![Change Password Form]

Figure 2: Change Password

New passwords must be between 4 – 10 characters in length and contain at least one of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number

Enter the current password into the field provided. The new password must be entered twice to ensure accuracy.

When the fields have been filled, click the **Next** button. YERS passwords will not expire.
2.0 Report Selection Menu

From the **Main Selection Menu**, select the Submit Year-End Report radio button. Click the button to display the **Report Selection Menu** (Figure 3, following page).

Users select the type of report to file from this page. Consult the list below for a description of each option. Note that not every user will see the Manufactured section.

Year-End Report for Substances Procured

- Select this option to file a normal year-end report for every substance and chemical in which a quota was granted.

Other registered substances

- Select this option to file a year-end report for substances or chemicals in which neither inventory nor quota was held for the reporting year. Null reports may be filed with this option (see page 30 for further information).

View Null Reports

- Select this option to view a list of substances or chemicals in the manufacturer's registration in which no quota was granted and no inventory held. Substances and chemicals may be removed from the list.

Drugs Converted to Other Substances

- This function outputs a PDF document that details which drugs the registrant has reported as having been converted to other substances.

Psychotropic Drugs

- Select this option to file a report for any Schedule III psychotropic substance which may have been held inventory at the end of the reporting year (see page 24 for further information).
Submit Year-End Reports

Report Selection Menu

Year-End Report for Substances Procured
- Registered Substances With Quotas and/or Outstanding Inventory
- Other registered substances
- View Null Reports
- Drugs Converted to Other Substances

Year-End Report for Substances Manufactured
- Registered Substances With Quotas and/or Outstanding Inventory
- Other registered substances
- View Null Reports
- Drugs Converted to Other Substances

Year-End Report for Psychotropic Substances
- Psychotropic Drugs

Figure 3: Report Selection Menu
3.0 Report Actions

3.1 Filing or Updating a Procurement or Manufacturer Report

3.1.1 Select a Substance or Chemical

After selecting a reporting option, YERS will load the Pending/Completed Reports screen. This begins a four (4) page cycle whereby inventory, acquisition, and disposition information is entered about a selected substance or chemical.

![Pending/Completed Reports](image)

**Pending Reports**

These are controlled substances or listed chemicals (ephedrine, pseudoephedrine and phenylpropanolamine) (listed in drug code order) for which you were granted a Procurement quota for reporting year 2010. Click the File radio button to file a year-end report.

<table>
<thead>
<tr>
<th>File</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>7370</td>
<td>DELTA-6-TETRAHYDROCANNABINOL</td>
<td>50,000,000</td>
</tr>
<tr>
<td>☐</td>
<td>8113</td>
<td>EPHEDRINE (FOR CONVERSION)</td>
<td>277,000,000</td>
</tr>
<tr>
<td>☐</td>
<td>9041</td>
<td>COCAINE</td>
<td>60,000</td>
</tr>
<tr>
<td>☐</td>
<td>9050</td>
<td>CODEINE (FOR SALE)</td>
<td>55,200,000</td>
</tr>
<tr>
<td>☐</td>
<td>9143</td>
<td>OXYCODONE (FOR SALE)</td>
<td>270,000,000</td>
</tr>
</tbody>
</table>

Rows 1 through 5 of 12
Use the Back / Forward links to scroll the list. Use the Back / Next buttons below to advance the screen.

<< Back, Scroll, Forward >>

**Completed Reports**

These are year-end Procurement reports (listed in drug code order) that you have already filed for reporting year 2010. Click the Update radio button to review or make changes to the report. Click the Delete radio button to delete the report.

<table>
<thead>
<tr>
<th>Update</th>
<th>Delete</th>
<th>Print</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have not verified any Procurement reports for reporting year 2010.

To scroll the list backward or forward, click one of the Back or Forward links above.
To make a selection, click a radio button in one of the the lists.
To submit your selection for processing, click the Next button below.
To return to the previous page, click the Back button below.

Figure 4: Pending/Completed Reports
The **Pending/Completed Reports** page lists every substance or chemical for which a quota was granted during the reporting year. Reports that have not yet been filed will appear in the **Pending Reports** section, while those that have been completed will appear in the **Completed Reports** section.

Both Report sections hold five (5) records at a time. Use the << Back and Forward >> navigation links to see other available records.

The **Back** button will return users to the **Report Selection Menu**.

Select a record by clicking the radio button in the File or Update sections, respectively. When ready, click the **Next** button to proceed to a **Confirmation** screen.

![Confirmation to File a New Report](image)

Figure 5: Confirmation to File a New Report

From this point forward, YERS will display the currently selected substance or chemical in a table near the top of the screen.

- **Reporting Year**: the year for which the substance is being reported.
- **Drug Code**: the code assigned to the substance or chemical upon its scheduling or listing into the Controlled Substances Act (CSA).
- **Drug Name**: the name of the substance or chemical as it appears in the CSA catalogue.
- **Quota Granted**: the value of the granted drug quota for the reporting year.

Click the **Next** button again to continue to the **Inventory** screen.
3.1.2 Inventory

The **Inventory** screen is used to report any inventory held by manufacturers during the course of the reporting year. The Bulk controlled substance field, In-Process Material, and Finished Dosage Forms field will be auto-populated with the value for any Quotas granted for the reporting year.

Grayed fields may not be edited. Click the **Return** button to go back to the **Pending/Completed Reports** screen, (Figure 4).

Complete the following fields (Figure 6, next page). Non-applicable fields should be left at zero (0).

- **Bulk controlled substance (API [Active Pharmaceutical Ingredient]):** the measure of bulk (non-packaged) substances or chemicals held in inventory.
- **In-process material (in all forms):** the measure of substances or chemicals in process for conversion.
- **Finished dosage forms (bulk and/or packaged):** the measure of substances or chemicals to have completed processing.
- **Non-salable material:** the following categories refer to inventory that cannot be sold.
  - Retains/stability samples
  - Product development material
  - Pending destruction
  - Other (specify)

Note that any numeric value placed in the Other field must be accompanied by explanatory text entered in the (specify) field.

The total value of the entered fields may be viewed by clicking the **Sum** button.

When finished, click the **Next** button to continue to the **Acquisitions** screen.
### Inventory

#### Current Selection

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1225</td>
<td>PHENYLPROPANOLAMINE (FOR CONVERSION)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt. Use the Tab key to navigate between fields.

<table>
<thead>
<tr>
<th>Inventory (as of December 31)</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk controlled substance (API)</td>
<td>0.00</td>
<td>1,100,000</td>
</tr>
<tr>
<td>In-process material (in all forms)</td>
<td>0.00</td>
<td>2,200,000</td>
</tr>
<tr>
<td>Finished dosage forms (in bulk and/or packaged)</td>
<td>0.00</td>
<td>3,300,000</td>
</tr>
<tr>
<td>Non-sellable material ...</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>retails / stability samples</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>product development material</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>pending destruction</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>other (specify):</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total non-sellable material</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Ending Inventory (grams)</td>
<td>0.00</td>
<td>6,600,000</td>
</tr>
</tbody>
</table>

Click Return to abandon this report and start over with a new selection. Click Next to advance to the Acquisitions page.

Figure 6: Inventory
3.1.3 Acquisitions

The *Acquisitions* screen is used to report the amount of the selected substance acquired by manufacturers during the course of the reporting year.

Click the Back button to return to the *Inventory* screen (Figure 6).

Note that any numeric value placed in the Other field must be accompanied by explanatory text entered in the (specify) field.

The total value of the entered fields may be viewed by clicking the Sum button.

When finished, click the Next button to continue to the *Dispositions* screen.

Continue to section 3.1.3.1 Procurement for procurement reports. Turn to section 3.1.3.2 Manufacturer on page 12 for manufacturing reports.

3.1.3.1 Procurement

Non-applicable fields should be left at zero (0). Grayed fields may not be edited. See Figure 7 on the following page.

- **Domestic procurements, acquisitions, transfers, etc.**: the quantity of the selected substance acquired domestically during the reporting year.
  - Bulk API
  - Non bulk API material (in process, blends, beads, dosage forms, etc.)
- **Imports**: the quantity of the selected substance acquired through importation during the reporting year.
  - Bulk API
  - Non bulk API material (in process, blends, beads, dosage forms, etc.)
- **Returns by customer for credit, salvage, rework, etc. (bulk API)**: the quantity of the selected substance acquired through returns by customer.
  - Bulk API
  - Non bulk API material (in process, blends, beads, dosage forms, etc.)
- **Other acquisitions**: the following categories refer to inventory that cannot be sold.
  - Replacement quota
  - Other (specify)
### Year-End Report for Substances Procured

**Other Registered Substances**

## Acquisitions

### Current Selection

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1225</td>
<td>PHENYLPROPANOLAMINE (FOR CONVERSION)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*All amounts are expressed as grams of anhydrous base or alkaloid, not as salt. Use the Tab key to navigate between fields.*

<table>
<thead>
<tr>
<th>Acquisitions (during the year)</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic procurements, acquisitions, transfers, etc ...</td>
<td></td>
</tr>
<tr>
<td>bulk API</td>
<td>0.00</td>
</tr>
<tr>
<td>non-bulk API material (in process, blends, beads, dosage forms, etc.)</td>
<td>0.00</td>
</tr>
<tr>
<td>Total domestic procurements</td>
<td>0.00</td>
</tr>
<tr>
<td>Imports</td>
<td></td>
</tr>
<tr>
<td>bulk API</td>
<td>0.00</td>
</tr>
<tr>
<td>non-bulk API material (in process, blends, beads, dosage forms, etc.)</td>
<td>0.00</td>
</tr>
<tr>
<td>Total imports</td>
<td>0.00</td>
</tr>
<tr>
<td>Returns by customer for credit, salvage, rework, etc.</td>
<td></td>
</tr>
<tr>
<td>bulk API</td>
<td>0.00</td>
</tr>
<tr>
<td>non-bulk API material (in process, blends, beads, dosage forms, etc.)</td>
<td>0.00</td>
</tr>
<tr>
<td>Total returns</td>
<td>0.00</td>
</tr>
<tr>
<td>Other acquisitions ...</td>
<td></td>
</tr>
<tr>
<td>Replacement quota</td>
<td>0.00</td>
</tr>
<tr>
<td>other (specify)</td>
<td>0.00</td>
</tr>
<tr>
<td>Total other acquisitions</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total acquisitions (grams)</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Click Back to return to the Inventory page.
Click Next to advance to the Dispositions page.

Figure 7: Procurement Acquisitions
3.1.3.2 Manufacturer

Non-applicable fields should be left at zero (0). Grayed fields may not be edited.

- **Qty manufactured, produced, synthesized, extracted**: the quantity of the substance acquired for the purposes of manufacture, production, synthesis, or extraction.
- **Qty realized from conversion of another controlled substance**: the quantity of the selected substance acquired for conversion into another controlled substance.
- **Returns by customer for credit, salvage, rework, etc. (bulk API)**: the quantity of the selected substance acquired through returns by customer.
- **Other acquisitions**: the following categories refer to inventory that cannot be sold.
  - Replacement quota
  - Other (specify)
Year-End Report for Substances Manufactured
Drugs for Which a Quota Was Granted or Outstanding Inventory Exists

Acquisitions

Current Selection

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>3143</td>
<td>OXYCODONE (FOR SALE)</td>
<td>34,714,000,000</td>
</tr>
</tbody>
</table>

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt. Use the Tab key to navigate between fields.

<table>
<thead>
<tr>
<th>Acquisitions (during the year)</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty manufactured, synthesized, produced, extracted</td>
<td>.000</td>
</tr>
<tr>
<td>Qty realized from conversion of another controlled substance</td>
<td>.000</td>
</tr>
<tr>
<td>Returns by customer for credit, salvage, rework, etc. (bulk API)</td>
<td>.000</td>
</tr>
<tr>
<td>Other acquisitions ...</td>
<td></td>
</tr>
<tr>
<td>Replacement quota</td>
<td>.000</td>
</tr>
<tr>
<td>other (specify):</td>
<td>.000</td>
</tr>
<tr>
<td>Total other acquisitions</td>
<td>.000</td>
</tr>
<tr>
<td>Total acquisitions (grams)</td>
<td>.000</td>
</tr>
</tbody>
</table>

Click Back to return to the Inventory page.
Click Next to advance to the Dispositions page.

Figure 8: Manufacturer Acquisitions
3.1.4 Dispositions

The Dispositions screen is used to report the amount of the selected substance acquired by manufacturers during the course of the reporting year.

Click the **Back** button to return to the Acquisitions screen (Figure 7).

Note that any numeric value placed in the Losses or Other fields must be accompanied by explanatory text entered in the (specify) field.

The total value of the entered fields may be viewed by clicking the **Sum** button.

Click the **Next** button. If a value was placed into the Put in process for conversion to bulk substances field, the Converted Substances screen will appear (see section 3.1.5 Converted Substances). Otherwise, the Summary screen will appear (see section 3.1.6 Summary).

Continue to section 3.1.4.1 Procurement for procurement reports. Turn to section 3.1.4.2 Manufacturer on page 16 for manufacturing reports.

### 3.1.4.1 Procurement

Non-applicable fields should be left at zero (0). Grayed fields may not be edited. See Figure 9 on the following page.

- **Domestic Sales or Transfers to:** the quantity of the selected substance disposed of domestically during the reporting year.
  - Pharmacies, Doctors, Hospitals, Clinics
  - Other manufacturers
  - Distributors for commercial sale
  - Distributors for destruction
  - Researchers, analytical labs
  - Other federal, state, or county agencies

- **Put in process for conversion to bulk substances:** determines whether or not the selected substance will be converted into another controlled substance. Note that this option will be unavailable if reporting a Concentrate of Poppy Straw (CPS) substance. See section 3.1.5 Converted Substances for further information.

- **Exports:** the quantity of the selected substance disposed of through exportation during the reporting year.

- **Returns from you to your suppliers (specify):** the quantity of the selected substance disposed of through returns to suppliers.

- **Quantity used to make exempted or excluded products:** the quantity of the selected substance used to make products exempted or excluded from CSA.

- **Losses (specify):** the quantity of the selected substance to become missing from inventory.

- **Authorized destructions via DEA Form 41:** the quantity of the selected substance destroyed and documented with submitted DEA Form 41.

- **Other dispositions (specify):** the quantity of the selected substance disposed of via any form not listed on the Dispositions screen.
**Year-End Report for Substances Procured**
**Other Registered Substances**

### Dispositions

#### Current Selection

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1225</td>
<td>PHENYLPROPANOLAMINE (FOR CONVERSION)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt. Use the Tab key to navigate between fields.

<table>
<thead>
<tr>
<th>Dispositions (during the year)</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Sales or Transfers to:</td>
<td></td>
</tr>
<tr>
<td>Pharmacies, Doctors, Hospitals, Clinics</td>
<td>0.00</td>
</tr>
<tr>
<td>Other manufacturers</td>
<td>0.00</td>
</tr>
<tr>
<td>Distributors for commercial sale</td>
<td>0.00</td>
</tr>
<tr>
<td>Distributors for destruction</td>
<td>0.00</td>
</tr>
<tr>
<td>Researchers, analytical labs</td>
<td>0.00</td>
</tr>
<tr>
<td>Other federal, state or county agencies</td>
<td>0.00</td>
</tr>
<tr>
<td>Total domestic sales or transfers</td>
<td>0.00</td>
</tr>
<tr>
<td>Put in process for conversion to bulk substances: Yes ☐ No ☑</td>
<td>0.00</td>
</tr>
<tr>
<td>Exports</td>
<td>0.00</td>
</tr>
<tr>
<td>Returns from you to your suppliers (specify):</td>
<td>0.00</td>
</tr>
<tr>
<td>Quantity used to make exempted or excluded products</td>
<td>0.00</td>
</tr>
<tr>
<td>Losses (specify):</td>
<td>0.00</td>
</tr>
<tr>
<td>Authorized destructions via DEA Form 41</td>
<td>0.00</td>
</tr>
<tr>
<td>Other dispositions (specify):</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total dispositions (grams)</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Click Back to return to the Acquisitions page.
Click Next to save your work and view a Summary page for this report.
If you wish to put in process for conversion, click Yes, enter an amount in to textbox, and click Next.

---

Figure 9: Procurement Dispositions
3.1.4.2 Manufacturer

Non-applicable fields should be left at zero (0) (Figure 10, previous page). Grayed fields may not be edited.

- **Domestic Sales or Transfers to**: the quantity of the selected substance disposed of domestically during the reporting year.
  - Dosage form manufacturers
  - Distribution for destruction
  - Researchers, analytical labs
  - Finished dosage forms for commercial sale

- **Put in process for conversion to bulk substances**: determines whether or not the selected substance will be converted into another controlled substance. Note that this option will be unavailable if reporting a Concentrate of Poppy Straw (CPS) alkaloid. See 3.1.5 Converted Substances for further information.

- **Exports**: the quantity of the selected substance disposed of through exportation during the reporting year.

- **Qty used to make exempted or excluded products**: the quantity of the selected substance used to make products exempted or excluded from CSA.

- **Losses (specify)**: the quantity of the selected substance to become missing from inventory.

- **Authorized destructions via DEA Form 41**: the quantity of the selected substance destroyed and documented with submitted DEA Form 41.

- **Other dispositions (specify)**: the quantity of the selected substance disposed of via any form not listed on the Dispositions screen.
Dispositions

Current Selection

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>9143</td>
<td>OXYCODONE (FOR SALE)</td>
<td>34,714,000,000</td>
</tr>
</tbody>
</table>

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt. Use the Tab key to navigate between fields.

<table>
<thead>
<tr>
<th>Dispositions (during the year)</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Sales or Transfers to:</td>
<td></td>
</tr>
<tr>
<td>Dosage form manufacturers</td>
<td>.000</td>
</tr>
<tr>
<td>Distribution for destruction</td>
<td>.000</td>
</tr>
<tr>
<td>Researchers, analytical labs</td>
<td>.000</td>
</tr>
<tr>
<td>Finished dosage forms for commercial sale</td>
<td>.000</td>
</tr>
<tr>
<td>Total domestic sales or transfers</td>
<td>.000</td>
</tr>
<tr>
<td>Put in process for conversion to bulk substances</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Exports</td>
<td>.000</td>
</tr>
<tr>
<td>Qty used to make exempted or excluded products</td>
<td>.000</td>
</tr>
<tr>
<td>Losses (specify):</td>
<td>.000</td>
</tr>
<tr>
<td>Authorized destructions via DEA Form 41</td>
<td>.000</td>
</tr>
<tr>
<td>Other dispositions (specify):</td>
<td>.000</td>
</tr>
<tr>
<td>Total dispositions (grams)</td>
<td>.000</td>
</tr>
</tbody>
</table>

Click Back to return to the Acquisitions page. Click Next to save your work and view a Summary page for this report. If you wish to put in process for conversion, click Yes, enter an amount in to textbox, and click Next.

Figure 10: Manufacturer Dispositions

3.1.5 Converted Substances

Manufacturers who enter a quantity in the Put in process for conversion to bulk substances field will see the Converted Substances screen. The screen YERS will load depends upon the type of substance being reported. Manufacturers filing a report for a Concentrate of Poppy Straw substance should turn to section 3.1.5.2 Concentrate of Poppy Straw Conversions on page 20. All other manufacturers should continue to section 3.1.5.1 Standard Substance Conversions.
3.1.5.1 Standard Substance Conversions

Select whether the converted substance will be controlled or non-controlled by CSA (Figure 11, next page). Grayed fields may not be edited.

Controlled substances are chosen from the drop-down menu. Only those substances registered to the current session user will be listed.

Non-controlled substances are written manually in the text box.

Enter the quantities of the selected substance used for conversion and the resulting bulk substance produced by that conversion.

The amount entered in the Qty Converted field does not have to equal the amount identified for conversion. However, it may not be greater than the amount identified for conversion.

When finished, click the Submit button to save the drug conversion and display the Conversion Summary screen (Figure 12, following page). This screen may also be reached without saving conversion information by clicking the Summary button.
To record another substance conversion, click the Convert Another Substance button.

If a substance conversion (or conversions) exceeds the quantity allotted, one or more substances must be removed from the Conversion Summary screen.

Remove converted substances by selecting their respective radio buttons and clicking the Remove button.

When finished, click the Return button to load the Dispositions screen (see section 3.1.4 Dispositions for further information.

To continue to the Summary screen, ensure that the click the Put in process for conversion to bulk substances field contains the value attributed to converted substances, but that the No radio button has been selected.

Click the Next button to continue. Refer to section 3.1.6 Summary.
3.1.5.2 Concentrate of Poppy Straw Substance Conversions

There are only ten (10) substances into which concentrate of poppy straw (CPR) substances may be converted. Of these, only those substances registered to the current session user will be listed (Figure 13, subsequent page).

Select the controlled substance produced from the conversion from the list, and enter the quantity produced. Note that the Qty Converted field may not be changed.

![Image of the Convert screen]

**Figure 13: Concentrate of Poppy Straw**

When finished, click the Submit button to save the drug conversion and display the Conversion Summary screen (Figure 14, following page). This screen may also be reached without saving conversion information by clicking the Summary button.
To record another substance conversion, click the

button.

Remove a converted substance by selecting its radio button, and clicking the

button.

When finished, click the button to load the **Dispositions** screen (see section 3.1.4 Dispositions for further information.

To continue to the **Summary** screen, ensure that the click the Put in process for conversion to bulk substances field contains the value attributed to converted substances, but that the No radio button has been selected.

Click the button to continue. Refer to section 3.1.6 Summary.
3.1.6 Summary

The inventory and acquisitions of the previous year must balance with the inventory and dispositions of the reporting year. Any difference between the two sums must be explained.

If necessary provide the reason for any differences between the **Total to be Accounted For** and **Total Accounted For** fields.

Include any additional comments in the **Remarks** field.

Click the **Back** button to load to the **Inventory** screen (Figure 6) to make further changes.

Click the **Return** button to return to the **Pending/Completed Reports** screen without filing the report. Note that any changes to the **Inventory, Acquisitions, Dispositions, and Converted Substances** screen will be lost.

Click the **Submit** button to file the year-end report. YERS will confirm that the report’s filing.

![Year-End Report for Substances Procured Other Registered Substances](image)

**Figure 15: Summary**
Figure 16: Summary Confirmation

Click the Main button to return to the Report Selection Menu.

To load the Pending/Completed Reports screen, click the Return button.

Clicking the Exit button will load the Office of Diversion Control website.
3.2 Filing or Updating a Psychotropic Report

3.2.1 Selecting a Psychotropic Substance

After selecting Psychotropic Drugs from the Reporting Selection Menu, YERS will load the Pending/Completed Reports screen (Figure 17, next page).

The Pending/Completed Reports page lists every psychotropic substance for which a quota registered to the current user account. Reports that have not yet been filed will appear in the Pending Reports section, while those that have been completed will appear in the Completed Reports section.

The [Back] button will return users to the Report Selection Menu.

Select a record by clicking the radio button in the File or Update sections, respectively. When ready, click the [Next] button to proceed to a Confirmation screen.
UN Psychotropic Substances

Pending Reports
These are psychotropic drug controlled substances (listed in drug code order). Click the File radio button to file a year-end report for the substance.

<table>
<thead>
<tr>
<th>File</th>
<th>Drug Code</th>
<th>Drug Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1228</td>
<td>BENZYMETANINE</td>
</tr>
<tr>
<td></td>
<td>1230</td>
<td>CATHINE</td>
</tr>
<tr>
<td></td>
<td>1485</td>
<td>PYROVALERONE</td>
</tr>
<tr>
<td></td>
<td>1530</td>
<td>REMOLINE</td>
</tr>
<tr>
<td></td>
<td>1575</td>
<td>FENROPOREX</td>
</tr>
<tr>
<td></td>
<td>1580</td>
<td>HERENOREX</td>
</tr>
<tr>
<td></td>
<td>1605</td>
<td>MAZINDOL</td>
</tr>
<tr>
<td></td>
<td>1610</td>
<td>DIETHYLPROPION</td>
</tr>
<tr>
<td></td>
<td>1615</td>
<td>PHENMETRAZINE</td>
</tr>
<tr>
<td></td>
<td>9769</td>
<td>PENTAZOCINE</td>
</tr>
</tbody>
</table>

Completed Reports
These are year-end psychotropic drug reports (listed in drug code order) that you have already filed for reporting year 2010. Click the Update radio button to review or make changes to the report. Click the Delete radio button to delete the report.

<table>
<thead>
<tr>
<th>Update</th>
<th>Delete</th>
<th>Print</th>
<th>Drug Code</th>
<th>Drug Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2765</td>
<td>DIAZEPAM</td>
</tr>
</tbody>
</table>

To scroll the list backward or forward, click one of the Back or Forward links above. To make a selection, click a radio button in one of the the lists. To submit your selection for processing, click the Next button below. To return to the previous page, click the Back button below.

Figure 17: Pending/Completed Psychotropic Reports
3.2.2 Completing the Report

The Psychotropic Report screen (Figure 19, following page) is used to report any inventory and dispositions conducted by manufacturers during the course of the reporting year. Users will also be expected to estimate future usage of dosage forms.

Click the [Return] button to go back to the Pending/Completed Reports screen, (Figure 17).

Complete the following fields (Figure 19). Non-applicable fields should be left at zero (0). Grayed fields may not be edited.

- **Inventory**: the amount of psychotropic substances in held in inventory during the reporting year. The left-most year column may not be edited.
- **Bulk Manufactured**: the quantity psychotropic substances that have been bulk manufactured.
- **Dispositions**: the following categories include all forms of disposition available to psychotropic substances.
  - Quantity Sold as Finished Dosage Forms
  - Quantity used to Manufacturer Non-Psychotropic Substances
  - Quantity Used to Manufacturer Excluded, Excepted, or Exempted Substances
- **Estimates for Future Usage (Sale) of Finished Dosage Forms**: the estimated measure of psychotropic substances to have completed processing.
- **Remarks**: include any additional remarks appropriate to the report.

The total value of the entered disposition fields may be viewed by clicking the [Sum] button.

When finished, click the [Submit] button to display the Summary Confirmation screen (below).

![Summary Confirmation](image)

Figure 18: Psychotropic Summary Confirmation

Click the [Main] button to return to the Report Selection Menu.

To load the Pending/Completed Reports screen, click the [Return] button.

Clicking the [Exit] button will load the Office of Diversion Control website.
Psychotropic Drugs

Current Selection

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Drug Code</th>
<th>Drug Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1234</td>
<td>CATHINE</td>
</tr>
</tbody>
</table>

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory (as of December 31)</td>
<td></td>
<td>000</td>
</tr>
<tr>
<td>Bulk Manufactured</td>
<td>000</td>
<td>000</td>
</tr>
<tr>
<td>Dispositions (during 2010)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Sold as Finished Dosage Forms</td>
<td>000</td>
<td>000</td>
</tr>
<tr>
<td>Quantity Used to Manufacture Non-Psychotropic Substances</td>
<td>000</td>
<td>000</td>
</tr>
<tr>
<td>Quantity Used to Manufacture Excluded, Excepted or Exempted Substances</td>
<td>000</td>
<td>000</td>
</tr>
<tr>
<td>Total Dispositions</td>
<td>000</td>
<td>000</td>
</tr>
</tbody>
</table>

Estimates for Future Usage

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Future Usage (Sale) of Finished Dosage Forms</td>
<td>000</td>
<td>000</td>
</tr>
</tbody>
</table>

Remarks:

To save this report to permanent storage, click Submit.
To abandon this report and return to the Report Selection List, click Return.

Figure 19: Psychotropic Report
### 3.3 Printing a Completed Report

Reports may be printed from the **Pending/Completed Report** screen. Select the section in which a report was originally filed (i.e. *Drugs for which a quota was granted during the reporting year, Other registered substances, etc.*).

<table>
<thead>
<tr>
<th>Update</th>
<th>Delete</th>
<th>Print</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>5143</td>
<td>OXYCODONE (FOR SALE)</td>
<td>270,000,000</td>
</tr>
</tbody>
</table>

Figure 20: Print/Delete Report

Select the Print radio button and click **Next**.

![Office of Diversion Control](image)

**Year-End Report for Substances Procured**

**Drugs for Which a Quota Was Granted**

**Confirmation to Print / Download a Report**

**Current Selection**

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Drug Code</th>
<th>Drug Name</th>
<th>Quota Granted (grams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>5143</td>
<td>OXYCODONE (FOR SALE)</td>
<td>270,000,000</td>
</tr>
</tbody>
</table>

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

Click **Next** to confirm that you want to print / download the year-end report for the controlled substance noted above. You must have the browser plug-in for Adobe Acrobat Reader installed on your computer. A separate Acrobat Reader window will open where you can print or save the report to a file (using the commands on the Acrobat Reader menu). After you have completed the print / save operation, simply close the Acrobat Reader window and click the **Back** button below.

![Back Next](image)

Figure 21: Print Confirmation

Clicking the **Next** button will create a PDF copy of the YERS report form. This may then be saved to a local hard drive, or sent to a local printer.
3.4 Deleting a Completed Report

Reports may be deleted from the Pending/Completed Report screen. Select the section in which a report was originally filed (i.e. Drugs for which a quota was granted during the reporting year, Other registered substances, etc.).

Select the Delete radio button (Figure 20, previous page) and click Next.

![Confirmation to Delete an Existing Report](image)

Clicking the Next button will delete the complete report. The substance will again be listed in the Pending section of the Pending/Completed Reports screen.
4.0 Other Actions

4.1 Null Reports

All controlled substances and listed chemicals registered to a manufacturer must be accounted for, regardless of whether or not it was used. Substances and chemicals for which no quota is granted and no inventory held for the reporting year is considered null. Null reports must be filed for such substances to indicate that the manufacturer conducted no activity for the reporting year.

4.1.1 Filing Null Reports

Select Other Registered Substances to view a list of substances registered to the manufacturer, but not granted quota. Substances in this list that have been held in inventory must be reported normally. Select the File radio button for the appropriate substance and click the Next button. See section 3.1 Filing or Updating a Procurement or Manufacturer Report on page 6 for more information.

Figure 23: Other Registered Substances
To file a Null report, click any number of checkboxes in the Null column for substances that have not been granted quota, nor held in inventory for the reporting year. When finished, click the Next button. A confirmation screen will be displayed.

![null_confirmation_diagram]

**Figure 24: Null Confirmation**

Click the Next button again to confirm the Null report. The Summary Confirmation screen will be displayed. The Back button will return users to the Pending/Completed Reports screen for other registered substances.

![null_summary_confirmation_diagram]

**Figure 25: Null Summary Confirmation**

Click the Main button to return to the Report Selection Menu.

To load the Pending/Completed Reports screen, click the Return button.

Clicking the Exit button will load the Office of Diversion Control website.
4.1.2 Deleting Null Reports

Select View Null Reports from the **Report Selection Menu**.

Select the radio button of the appropriate null report and click the **Next** button.

Click the **Next** button again to delete the report.
To load the *Pending/Completed Reports* screen, click the Return button.

Clicking the Exit button will load the Office of Diversion Control website.

### 4.3 Viewing Converted Substance Reports

Select Drugs Converted to Other Substances to view a PDF copy of the converted substances report. This may then be saved to hard drive or printed to a local printer.