

**AUTOMATION OF  
REPORTS AND  
CONSOLIDATED  
ORDERS  
SYSTEM**



**ARCOS Unit**

**Registration and Program Support Section  
Office of Diversion Control**

**Email: [ARCOS\\_Unit@usdoj.gov](mailto:ARCOS_Unit@usdoj.gov)**

**ARCOS General Inquiry Desk: 202-307-8600**

**Diversion Control Service Desk: 1-800-882-9539**

**Monday – Friday, 8:30AM to 6:00PM**



# ***Objectives***

- **Reporting Requirements**
- **Top Errors**
- **Proper Records Format**
- **Year-End Inventory**



# ***ARCOS and the LAW***

- **Title 21, USC, § 827, §842 and §843**
  - Must report **all** transactions of Schedule I, II, and each narcotic controlled substance in Schedule III plus GHB products
  - Prohibits any person to refuse or negligently fail to make, keep, or furnish any record, report, notification etc.
  - Prohibits any person from knowingly or intentionally furnishing false or fraudulent material information in, or omit any material information from, any application, report, record or other document required to be made, kept, or filed



# ***ARCOS and the LAW***

- **21 CFR § 1304.33 Report to ARCOS**
  - In summary, establishes and specifies the requirements for what and when to report to ARCOS
  
- **Key reporting requirements**
  - Timely: monthly or quarterly reporters
    - Due by 15<sup>th</sup> of following month
  - Report via EDI (internet) or DEA-333 (paper form)



# ***2014 Top 3 ARCOS Errors***

- **E38 If strength is NOT null/0 or 1000, then quantity must be 1**
- **E76 NDC Number is not in the drug file**
- **E53 Order Form number is required for Schedule I and II drugs**



# ***ARCOS Error Correction***

**Valid Error Correction Transactions Must Include:**

- **Correction Number**
- **Original Transaction ID**
- **Correction to the identified error**



# ARCOS Error Correction

## ERROR Codes and EDIT Listing

03/19/2000

DEPARTMENT OF JUSTICE  
DRUG ENFORCEMENT ADMINISTRATION  
A R C O S - 2  
DAILY TRANSACTIONS PROCESSING

PAGE. 1

ERROR REPORT

ABC DISTRIBUTION CORP  
ATTN: RICHARD ROE  
2900 MENDELSON ST  
SOMPLACE, PA 99999

ERRORS FOR CONTROL RECORD ==> RR9999999\*02292006M

RR9999999P 6210991330200000007 RW9999999 010620060000018200600001001407  
E76 NDC NUMBER ISN'T IN THE DRUG FILE.  
CORRECTION NUMBER: 00000182

RR9999999P 5549908400100000001 RW9999999 0112200600000179000000001003233  
E48 ASSOCIATE REGISTRANT NUMBER IS NOT IN THE CSA MASTER FILE.  
CORRECTION NUMBER: 00000179

E48 ASSOCIATE REGISTRANT NUMBER IS NOT IN THE CSA MASTER FILE.  
CORRECTION NUMBER: 00000181

RR9999999P 5549908400100000006 RZ1999999 0112200600000180000000001003235  
E48 ASSOCIATE REGISTRANT NUMBER IS NOT IN THE CSA MASTER FILE.  
CORRECTION NUMBER: 00000180

RR9999999S 6210991330200000001 AX1999999 0126200600000178000000001007619  
E76 NOC NUMBER ISN'T IN THE DRUG FILE.  
CORRECTION NUMBER: 00000178

See Next Slide



# ***ARCOS Error Correction***

## ***ERROR Codes and EDIT Listing***

### ***CORRECTIONS (From Previous Slide)***

### **E48 Correction (Invalid Associate Registration Number)**

RR9999999\*03312006M

RR9999999P 5549908400100000006 **RN9999999** 01122006**00000179** 0001003233

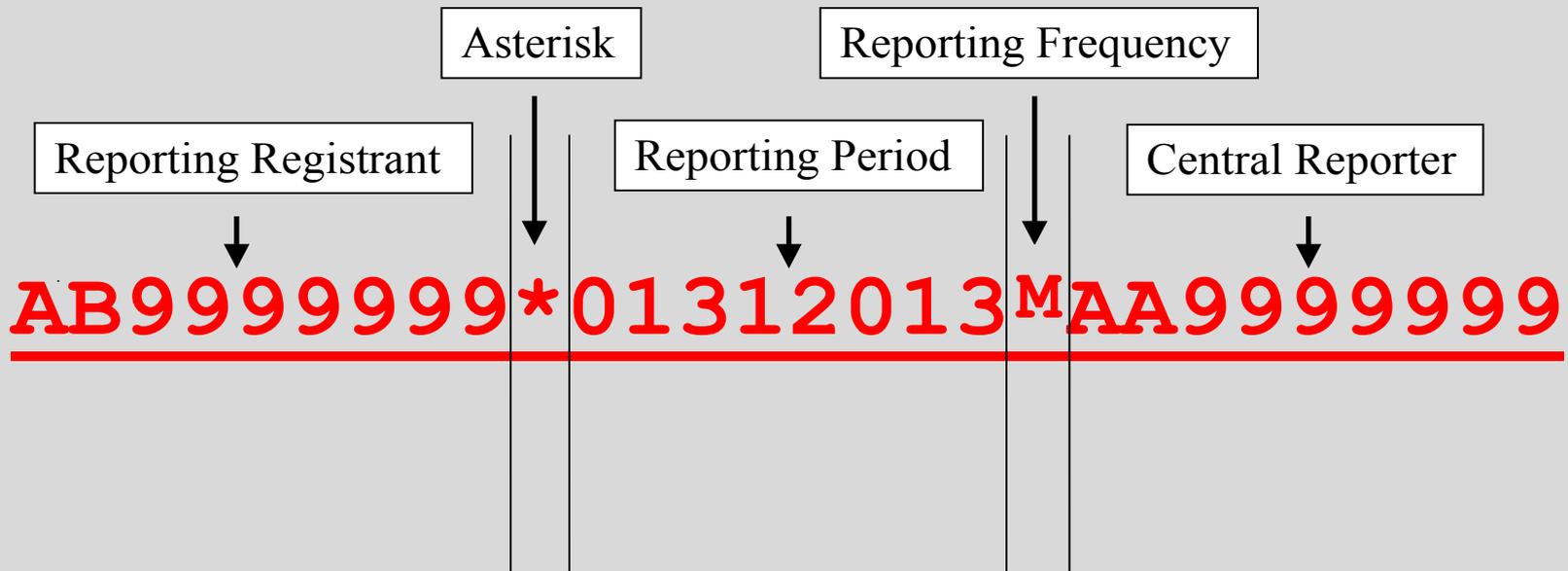
Corrected Associate  
Registration No.

Correction Number:  
00000179

SAME Transaction  
Identifier as in  
Rejected Transaction



# ***ARCOS Control Record Format***



**NOTE:** Same Format for DEA Form-333 (Manual) users. However, on the DEA-333, complete the Control Record Block on the first page of the report, and for each subsidiary within a central report.



# ARCOS Transaction Format

Reporting Registrant	Trans. Code	Action Ind.	Unit	Assoc. Registration Number	Order Form Number	Trans. Date	Correction Number	Strength	Trans. ID	Blank in Col. 80
12345678901	123456789012	345678901	2345678901	12345678901234567890	1234567890	12345678901234567890123456789012345678901234567890	12345678901234567890123456789012345678901234567890	12345678901234567890123456789012345678901234567890	12345678901234567890123456789012345678901234567890	
PX0000001	*03312015M									
PX0000001S	60505700802	00000006		RX035126915062507303172015				00000000000001		
PX0000001P	60505700802	00000036		RX020573315013869003202015				00000000000002		
PX0000001S	605057008**	000005003		RX041725115013779903232015				10000000000003		
PX0000001S	59011075104	00000001		BX1624847		03202015		00000000000004		
PX0000001P	50458051360	00000012		RX0357405		03272015		00000000000005		



# ***YEI vs YERS***

Year-End  
INVENTORY  
(YEI)

- Actual Physical Inventory on premises by COB on December 31<sup>st</sup>
- Due January 15<sup>th</sup>

**Submit with  
4<sup>th</sup> Qtr Report**

**ARCOS**

Year-End  
REPORT  
(YERS)

- Inventory, Acquisition and Disposition data for the preceding calendar year
- Due January 31<sup>st</sup>
- Manufacturers

**QUOTA**



# ***ARCOS Year-End Inventory (YEI) Codes***

- **5.5.2 Code 3: Year-End Physical Inventory**
  - All ARCOS registrants are required to take a physical, year-end inventory (YEI). This inventory must reflect the *actual* amount of each reportable controlled substance on the registrant's premises as of the close of business on December 31st of each year.
- **5.5.3 Code 4: Year-End In-Process Inventory (Manufacturers Only)**
  - On December 31st of each year, a manufacturer may have some quantities of controlled substances that are still in the manufacturing production chain (i.e., not in a bulk or finished dosage form). The amount of controlled substance at this stage of the production chain is termed an "In-Process Inventory" quantity. See Section 6, Manufacturing Activities, for examples of In-Process Inventory reporting.
- **5.5.5 Code 8: No Year-End Inventory**
  - Transaction code 8 is used to report zero (0) year-end inventory at the close of business on December 31<sup>st</sup>.



# ***ARCOS Registrant Handbook: Guidance for Reporting***

- **Office of Diversion Control Online**
  - <http://www.deadiversion.usdoj.gov>
- **ARCOS Registrant Handbook**
  - <http://www.deadiversion.usdoj.gov/arcos/handbook/index.html>
  - **Section 4 Control Record**
  - **Section 5 Transaction Record**
  - **Section 7 Edit Listings (Error Reports)**
  - **Appendix 1 (ARCOS Transaction Matrix- Automated)**
  - **Appendix 2 (ARCOS Transaction Matrix- Manual)**
  - **Appendix 4 (Use of Quantity, Unit and Strength Field)**

# **ARCOS – Online Reporting**



U.S. DEPARTMENT OF JUSTICE  
DRUG ENFORCEMENT ADMINISTRATION

## OFFICE OF DIVERSION CONTROL

[Login](#)

**: Login Information**

User:

Password:

Login

[Register](#)

[Forgot Password](#)

**Web-based reporting system**  
**No additional software needed**  
**No multi-step process**



Welcome, 9TESTERD1 | [Logout](#)

**ARCOS Web: Main Menu**

[Enter Reports](#)

[Enter New NDC Number](#)

[Manage My Account](#)

**Entered, saved, & submitted online  
NDC submissions online  
Account maintenance**



Welcome, 9TESTERD1 | [Logout](#)

ARCOS-WEB: Add NDC Form

**NDC Number**

 -  - 

**Trade Name**

→ Submit

⊘ Cancel

**Upload Scanned Label**



Help

Browse...

Upload

Current File:

# NDC submissions online

## Ability to upload label images

**OFFICE OF DIVERSION CONTROL**

Drug Enforcement Administration  
Office of Diversion Control

Welcome, 9TESTERD1 | [Logout](#)

**Manage Reports** Participant Filter Edit:  Correct:  Create:

**WW3434343 (TEST DISTRIBUTOR 2)** + Create Report 5 ▾

WW3434343	Apr 2015	Pending	Edit/Submit
WW3434343	Mar 2015	Pending	Edit/Submit
WW3434343	Dec 2014	Pending	Edit/Submit

1

**WW5656565 (TEST DISTRIBUTOR 3)** + Create Report 5 ▾

No records found.

1

**WW1212121 (TEST DISTRIBUTOR 1)** + Create Report 5 ▾

# Online report management

Welcome, 9TESTERD1 | [Logout](#)

: Add/Edit Report

Reporting Period:

-Select Date-

WW3434343 (TEST DISTRIBUTOR 2)

[?](#) Help

Add Transaction

Transactions

Code	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options
Select								

No records found.

(1 of 1)

10

# Add, edit, delete transactions

Save Report

Done

Welcome, 9TESTERD1 | [Logout](#)

: Add/Edit Report

Reporting Period: Apr 01 2015 - Apr 30 2015

WW3434343 (TEST DISTRIBUTOR 2)

: Add Transaction

? Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below) ? Help

Trans Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
-Select- ▼	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	- Enter - ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	

→ Submit New Transaction

⊗ Cancel

# View of fields in transaction record

Welcome, 9TESTERD1 | [Logout](#)

**: Add/Edit Report**

**Reporting Period:** Apr 01 2015 - Apr 30 2015      WW3434343 (TEST DISTRIBUTOR 2)

**: Add Transaction**

? Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below) ? Help

Trans Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
7 <input type="checkbox"/>	[Not Needed]	[Not Needed]	Apr 30 2015				

→ Submit New Transaction

⊗ Cancel

# See when fields are not required

: Add Transaction

? Trans Code Key (Enter '=' to set a field to the value from the most recently entered transacti

Trans Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg
<input type="text"/>	<input type="text" value="12345"/> <input type="text" value="-6789"/> <input type="text" value="-02"/>	<input type="text"/>	<input type="text" value="- Enter -"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="-Select-"/>	<input type="button" value="→ Add NDC"/>		<input type="text" value="- Enter -"/>		

→ Submit New Transaction

⊗ Cancel

**Add NDC not recognized when entered**

Office of Diversion Control

Welcome, 9TESTERD1 | [Logout](#)

: Add/Edit Report

Reporting Period: Dec 01 2014 - Dec 31 2014      WW3434343 (TEST DISTRIBUTOR 2)

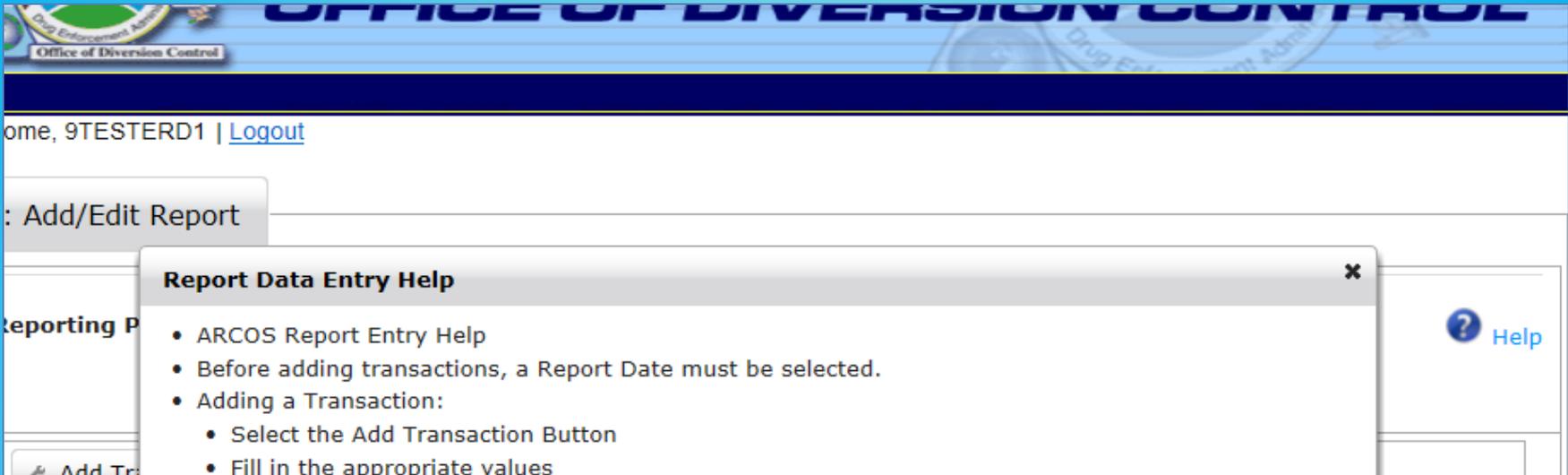
# Notified of errors right away!

? Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below) ? Help

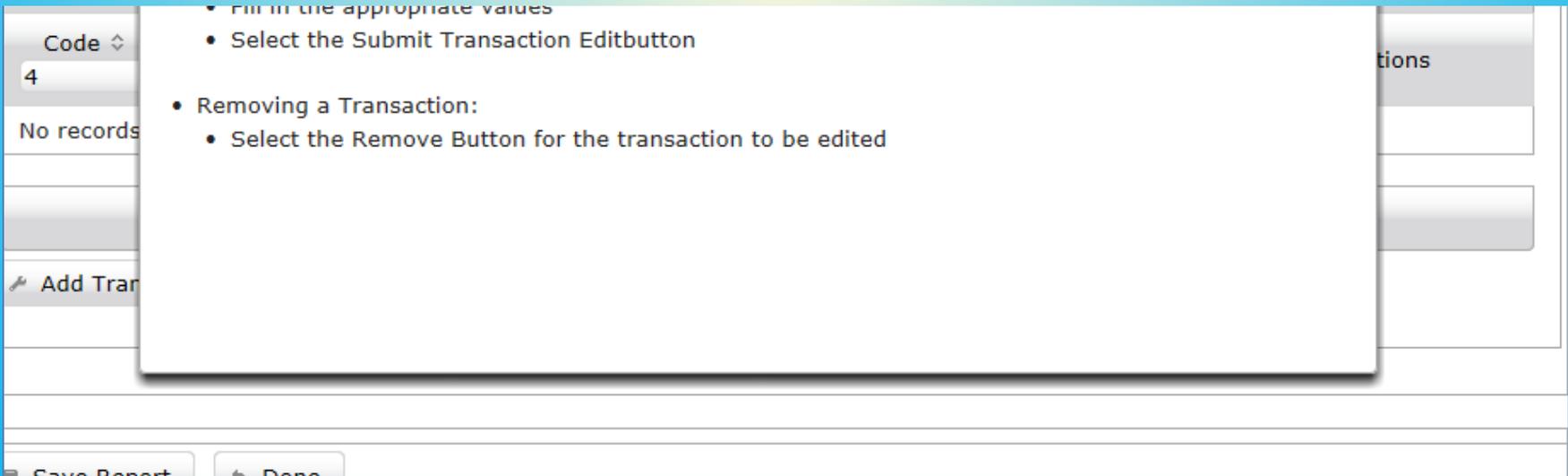
Trans Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
	<input type="text" value="00378"/>				<input type="text" value=""/>		

# (no waiting for print-out in the mail)

 **The associate registrant DEA number is invalid.**  
The Associate Registrant must be one of the DEA Designated Offices for Transaction Code Y,Z, and G.



# Availability of Help button



Reporting Period:

12-2014

WW5656565 (TEST DISTRIBUTOR 3)

 Help

 Add Transaction

### Transactions

Code 	NDC 	Qty 	Units 	Str. 	Assoc. 	Ord. Form# 	Date 	Options
Select 	<input type="text"/>							
No records found.								

(1 of 1)

 10 

 Add Transaction

Note: This is an end of reporting period report, but does not contain Transaction Code 8 (No Year End Inventory) or an Inventory Entry. Year End Reports should have at least one Year End Inventory entry.

 Submit Report

 Save Report

 Done

**Warning on 4<sup>th</sup> qtr (or Dec) submission**  
**4<sup>th</sup> qtr (or Dec) should include YEI**

**Questions?**

**ARCOS Help Desk**

**202-307-8600**

**[ARCOS\\_Unit@usdoj.gov](mailto:ARCOS_Unit@usdoj.gov)**

**It's better to ask for help!!!**

**THANK YOU!**



