

Drug Enforcement Administration

Year-End Reporting and Quota Management System

YERS Online
User Manual

Version 1.6
January 10, 2017



*DIVERSION CONTROL DIVISION
TECHNOLOGY SECTION*

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1.0 Introduction

1.1 Overview

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 Diversion Control Division (DC) – the authority to establish quotas for each basic class of Schedule I and II controlled substance and the 3 List 1 Chemicals 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. Procurement 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.

The UN Reporting and Quota Section (DRQ) ascertains such quotas, in part, by projecting requirements based upon a manufacturer's reported inventory, procurement, and disposition activity. Year-End Reporting and Quota System (YERS) is an online resource for manufacturers to securely submit their year-end sales and inventory reports.

1.2 Basic Navigation

All navigation in the online YERS application should be completed with the buttons found at the bottom of the pages. Generally, the buttons function as follows:

Next : continue to the next page in sequence.

Back : return to the previous page.

Reset : clear any fields, drop down menus, and radio buttons with enterable data.

Return : similar to the Back button. This usually appears when beginning a new form or sub-form and will return the user to a main menu.

Exit : exit the Quotas application.

Do *not* use the browser's navigation buttons unless specifically directed by this manual.

1.3 Login

User Login

- If you are a corporate user, enter your user name, password and DEA Number.
- If you are a corporate administrator, enter your user name and password, and the DEA Number of the registrant for which you will be managing user accounts.
- If you are a DEA administrator, enter your user name and password, and the DEA Number of the registrant for which you will be managing user accounts.

DEA Number:

Username:

Password:

Change Password:

Figure 1: Login

Enter the following:

- **DEA Number:** the unique identifying number issued to each registrant upon enrolling with the DEA.
- **Username:** the user account name used to differentiate between one user account and another, provided by the corporate administrator.
- **Password:** the unique identifying set of characters comprised of alphanumeric and special characters used to access an account, initially provided by the corporate administrator.

To clear the fields, click the button.

Click the button on this page to proceed. An error will be displayed if any of the entered information is incorrect.

On the Login Confirmation screen (not pictured), click the button to continue. The button will return users to the Login screen.

1.4 Changing the Password

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

Change User Password

Password requirements:

- Must contain between four and ten characters.
- Must contain at least one uppercase character.
- Must contain at least one lowercase character.
- Must contain at least one digit.

DEA Number:

Username:

Current Password:

New Password:

Confirm New Password:

Please fill in the empty fields and click Next.

Figure 2: Change Password

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

- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number

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

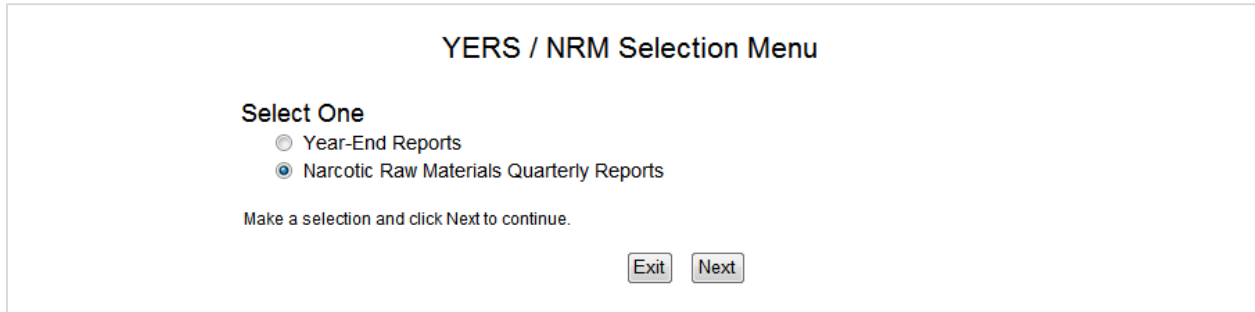
When the fields have been filled, click the button. YERS passwords will not expire.

To return to the previous screen without making any changes, click the button.

To clear any entered text from the Password fields, click the button.

1.5 Selecting YERS or NRM

The YERS/NRM Selection Menu is only available to E1 manufacturers who have registered for one or more of the following drug codes: 9670, 9600, and 9040.



YERS / NRM Selection Menu

Select One

- Year-End Reports
- Narcotic Raw Materials Quarterly Reports

Make a selection and click Next to continue.

Figure 3: YERS/NRM Selection Menu

Click the button to advance to the either the YERS or NRM application.

If filing a year-end report, refer to section 2.0: Year-End Reports, on page 6.

If filing a narcotic raw materials report, refer to section 3.0: Narcotic Raw Materials, on page 36.

Click the button to leave the YERS application.

2.0 Year-End Reports

2.1 Report Selection Menu

Users select the type of report to file from the **Report Selection Menu** (Figure 3, following page). Consult the list below for a description of each option. Note that not every user will see the Manufactured or Imported sections.

Registered Substances With Quotas and / or Outstanding Inventory

- Select this option to file a normal year-end report for every substance and chemical in which a quota was granted and/ or the previous calendar year's inventory was carried over.

Other registered substances

- Select this option to file a year-end report for substances or chemicals which became controlled in schedule 1 or 2 of the CSA and the registrant held inventory for the reporting year. Null reports may be filed with this option (see section 2.3 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 Portable Document Format (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 manufactured or held in inventory at the end of the reporting year (see section 2.2.2 for further information).

Report Selection Menu

Year-End Report for Procured Substances

- Registered Substances With Quotas and / or Outstanding Inventory
- Other registered substances
- View Null Reports
- Drugs Converted to Other Substances

Year-End Report for Manufactured Substances

- Registered Substances With Quotas and / or Outstanding Inventory
- Other registered substances
- View Null Reports
- Drugs Converted to Other Substances

Year-End Report for Imported Substances

- 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 4: Report Selection Menu

2.2 Report Actions

2.2.1 Filing or Updating a Procurement, Import, or Manufacturer Report

2.2.1.1 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 Reports

These are controlled substances or listed chemical (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.

File	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	7370	DELTA-9-TETRAHYDROCANNABINOL	9,300.000

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.

Update	Delete	Print	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9050	CODEINE (FOR SALE)	59,200.000
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9143	OXYCODONE (FOR SALE)	270,000.000
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9273	DEXTROPROPOXYPHENE, BULK (NON-DOSAGE)RMS)	992.000
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9652	OXYMORPHONE (FOR SALE)	7,200.000
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9801	FENTANYL	44.500

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 5: 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.

Note that any values entered while updating a submitted year-end report will overwrite any previously saved values previously. Updated year-end reports are not added to or subtracted from existing reported values.

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

The 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 button to proceed to a **Confirmation** screen.

Confirmation to File a New Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	7370	DELTA-9-TETRAHYDROCANNABINOL	9,300.000

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

Please note that the quota value for this controlled substance or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) reflects your established Procurement quota for reporting year 2010 and does not include any granted replacement quota. If this figure does not agree with your records, please contact the [ODEQ](#).

Figure 6: 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 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 button again to continue to the **Inventory** screen.

2.2.1.2 Inventory

The **Inventory** screen is used to report any inventory held by manufacturers at the end 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 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 button.

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

Inventory

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	N/A

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

Inventory (as of December 31)	2009	2010	
Bulk controlled substance (API)	.000	1,100.000	
In-process material (in all forms)	.000	2,200.000	
Finished dosage forms (in bulk and/or packaged)	.000	3,300.000	
Non-saleable material		
retains / stability samples	.000	.000	
product development material	.000	.000	
pending destruction	.000	.000	
other (specify): <input style="width: 150px;" type="text"/>	.000	.000	
Total non-saleable material	.000	.000	
Total Ending Inventory (grams)	.000	6,600.000	<input type="button" value="Sum"/>

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

Figure 7: Inventory

2.2.1.3 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 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 button.

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

Continue to section 2.2.1.3.1 for procurement reports. Turn to section 2.2.1.3.2 on page 15 for manufacturing reports.

2.2.1.3.1 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)

Acquisitions

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	N/A

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

Acquisitions (during the year)	2010	
Domestic procurements, acquisitions, transfers, etc ...		
bulk API	000	
non-bulk API material (in process, blends, beads, dosage forms, etc.)	.000	
Total domestic procurements	.000	
Imports ...		
bulk API	.000	
non-bulk API material (in process, blends, beads, dosage forms, etc.)	.000	
Total imports	.000	
Returns by customer for credit, salvage, rework, etc.		
bulk API	.000	
non-bulk API material (in process, blends, beads, dosage forms, etc.)	.000	
Total returns	.000	
Other acquisitions ...		
Replacement quota	.000	
other (specify): <input style="width: 150px;" type="text"/>	.000	
Total other acquisitions	.000	
Total acquisitions (grams)	.000	<input type="button" value="Sum"/>

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

Figure 8: Procurement Acquisitions

2.2.1.3.2 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)

Acquisitions

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	9143	OXYCODONE (FOR SALE)	34,714,000.000

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

Acquisitions (during the year)	2010	
Qty manufactured, synthesized, produced, extracted	.000	
Qty realized from conversion of another controlled substance	.000	
Returns by customer for credit, salvage, rework, etc. (bulk API)	.000	
Other acquisitions ...		
Replacement quota	.000	
other (specify): <input style="width: 200px;" type="text"/>	.000	
Total other acquisitions	.000	
Total acquisitions (grams)	.000	<input type="button" value="Sum"/>

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

Figure 9: Manufacturer Acquisitions

2.2.1.4 Dispositions

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

Click the 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 button.

Click the 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 2.2.1.5). Otherwise, the **Summary** screen will appear (see section 0).

Continue to section 2.2.1.4.1 for procurement reports. Turn to section 2.2.1.4.2 on page 19 for manufacturing reports.

2.2.1.4.1 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) alkaloid. See section 2.2.1.5 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.

Dispositions

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	N/A

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

Dispositions (during the year)	2010	
Domestic Sales or Transfers to:		
Pharmacies, Doctors, Hospitals, Clinics	.000	
Other manufacturers	.000	
Distributors for commercial sale	.000	
Distributors for destruction	.000	
Researchers, analytical labs	.000	
Other federal, state or county agencies	.000	
Total domestic sales or transfers	.000	
Put in process for conversion to bulk substances. Yes <input type="radio"/> No <input checked="" type="radio"/>	.000	
Exports	.000	
Returns from you to your suppliers (specify): <input style="width: 150px;" type="text"/>	.000	
Quantity used to make exempted or excluded products	.000	
Losses (specify): <input style="width: 150px;" type="text"/>	.000	
Authorized destructions via DEA Form 41	.000	
Other dispositions (specify): <input style="width: 150px;" type="text"/>	.000	
Total dispositions (grams)	.000	<input type="button" value="Sum"/>

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: Procurement Dispositions

2.2.1.4.2 Manufacturer

Non-applicable fields should be left at zero (0) (Figure 10, next 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 CPS alkaloid. See section 2.2.1.5 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

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	9143	OXYCODONE (FOR SALE)	34,714,000.000

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

Dispositions (during the year)	2010	
Domestic Sales or Transfers to:		
Dosage form manufacturers	.000	
Distribution for destruction	.000	
Researchers, analytical labs	.000	
Finished dosage forms for commercial sale	.000	
Total domestic sales or transfers	.000	
Put in process for conversion to bulk substances Yes <input type="radio"/> No <input checked="" type="radio"/>	.000	
Exports	.000	
Qty used to make exempted or excluded products	.000	
Losses (specify): <input style="width: 200px;" type="text"/>	.000	
Authorized destructions via DEA Form 41	.000	
Other dispositions (specify): <input style="width: 200px;" type="text"/>	.000	
Total dispositions (grams)	.000	<input type="button" value="Sum"/>

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 11: Manufacturer Dispositions

2.2.1.5 *Converted Substances*

Manufacturers who enter a quantity in the Put in process for conversion to bulk substances field will see the Converted Substances screen (Figure 11, following page).

Non-Controlled Substance: select Non-Controlled Substance from the drop-down menu. Replace the phrase “Non-Controlled Substance” with the non-controlled substance produced by the conversion. Enter the quantities converted and produced in the available fields.

Note that text in the field must be removed before entering new information.

Controlled Substance: select any listed substance from the drop-down menu. Enter the quantities converted and produced in the available fields.

*Note that there are only ten (10) substances into which CPS substances may be converted. Of these, only those substances registered to the current **registrant** will be listed.*

Click the button to add the conversion to the year-end report.

If necessary, enter another drug conversion. Otherwise, click the button to continue to the **Summary** screen (0).

Note that the value of the quantities converted may not total more than the quantity entered for the substance put into process for conversion. If a substance conversion (or conversions) exceeds the quantity allotted, one or more substances must be removed.

Remove converted substances by selecting their respective radio buttons and clicking the **Remove** radio button for that substance.

Drugs Converted to Other Substances

Substance Put In Process For Conversion

Drug Code	Drug Name	Quantity (grams)
9050	CODEINE (FOR SALE)	200.000

Bulk Substances Selection

You have indicated that you intend to convert CODEINE (FOR SALE) to one or more other bulk substances. If this is *not* your intention, click the Back button to return to the Dispositions page and set the value for the field *Put in process for conversion to bulk substances* to zero.

You are converting one or more quantities of the substance listed above to one or more other bulk substances. If the substance you want to convert to is in the Drug Name drop-down list, select the substance from the list and fill in the values for Qty Converted and Qty Produced. If the substance is *not* in the list, click the first entry (Non Controlled Substance) then overwrite Non Controlled Substance with the name of your substance and fill in the values for Qty Converted and Qty Produced. When you are satisfied with your entry, click Submit and the newly created conversion will appear in the Summary below. You may enter as many conversions as you like as long as the Total Qty Converted is not greater than original quantity Put in Process for Conversion. When you're finished with conversions, click Next.

Drug Name	Qty Converted	Qty Produced
Non Controlled Substance ▾	<input type="text"/>	<input type="text"/>

Fill in the fields above and click Submit.

Summary

Remove	Drug Produced	Qty Converted	Qty Produced
Currently there are no Converted Substances.			

Click Next to advance to the Final Summary page or click Back to return to the Dispositions page.

Figure 12: Converted Substances

2.2.1.6 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. A maximum of 1024 characters are permitted.

Include any comments in the **Remarks** field. A maximum of 1024 characters are permitted.

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

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

Summary Totals

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2011	9050	CODEINE (FOR SALE)	3,000,000

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

Total Ending Inventory for 2010	.000
Total Ending Inventory for 2011	1,900,240.860
Total Acquisitions for 2011	.000
Total To Be Accounted For <i>(Total Ending Inventory For 2010 plus Total Acquisitions For 2011)</i>	.000
Total Dispositions for 2011	.000
Total Accounted For <i>(Total Ending Inventory For 2011 plus Total Dispositions For 2011)</i>	1,900,240.860
Difference <i>(Total To Be Accounted For minus Total Accounted For)</i>	-1,900,240.860
Please provide an explanation for any difference: <i>(maximum 1,024 characters :: 1024characters remaining)</i>	
<input style="width: 100%; height: 100%;" type="text"/>	
Remarks: <i>(maximum 1,024 characters :: 1024characters remaining)</i>	
<input style="width: 100%; height: 100%;" type="text"/>	

To save this report to permanent storage, click **Submit**.
To return to the beginning of this report in order to review or change the entered data, click **Back**.
To return to the Report Selection List, click **Return**.

Figure 13: Summary

Summary Confirmation

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (<i>grams</i>)
2010	9143	OXYCODONE (FOR SALE)	270,000.000

You have successfully created the year-end report for the controlled substance noted above. The report selection has been moved to the Completed Reports section of the Quota Allotment Selection List.

To return to the Report Selection Menu, click *Main*.
To return to the Report Selection List, click *Return*.
To exit this application, click *Exit*.

Figure 14: Summary Confirmation

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

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

Clicking the button will load the DC website.

2.2.2 Filing or Updating a Psychotropic Report

2.2.2.1 Selecting a Psychotropic Substance

After selecting Psychotropic Drugs from the **Reporting Selection Menu**, YERS will load the Pending/Completed Reports screen (Figure 14, next page).

The **Pending/Completed Reports** page lists every psychotropic substance 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 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 button to proceed to a **Confirmation** screen.

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.

File	Drug Code	Drug Name
<input type="radio"/>	1228	BENZPHETAMINE
<input type="radio"/>	1230	CATHINE
<input type="radio"/>	1485	PYROVALERONE
<input type="radio"/>	1530	PEMOLINE
<input type="radio"/>	1575	FENPROPorex
<input type="radio"/>	1580	MEFenorex
<input type="radio"/>	1605	MAZINDOL
<input type="radio"/>	1610	DIETHYLPROPION
<input type="radio"/>	1615	PHENDIMETRAZINE
<input type="radio"/>	9709	PENTAZOCINE

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.

Update	Delete	Print	Drug Code	Drug Name
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2765	DIAZEPAM

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 15: Pending/Completed Psychotropic Reports

2.2.2.2 Completing the Report

The **Psychotropic Report** screen (Figure 15, following page) is used to report any manufacturing, 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 button to go back to the **Pending/Completed Reports** screen, (Figure 14).

Complete the following fields (Figure 15, next page). 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 button.

Psychotropic Drugs

Current Selection

Reporting Year	Drug Code	Drug Name
2010	1230	CATHINE

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

	2009	2010	
Inventory (as of December 31)	.000	000	
Bulk Manufactured		.000	
Dispositions (during 2010)			
Quantity Sold as Finished Dosage Forms		.000	
Quantity Used to Manufacture Non-Psychotropic Substances		.000	
Quantity Used to Manufacture Excluded, Excepted or Exempted Substances		.000	
Total Dispositions		.000	Sum
Estimates for Future Usage	2011	2012	
Expected Future Usage (Sale) of Finished Dosage Forms	.000	.000	
Remarks:			

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

Figure 16: Psychotropic Report

When finished, click the button to display the **Summary Confirmation** screen (next page).

Summary Confirmation

Current Selection

Reporting Year	Drug Code	Drug Name
2010	2145	BARBITAL

You have successfully filed the year-end report for the psychotropic drug noted above. The report selection has been moved to the Completed Reports section of the Psychotropic Drugs Selection List.

To return to the Report Selection Menu, click *Main*.
To return to the Report Selection List, click *Return*.
To exit this application, click *Exit*.

Figure 17: Psychotropic Summary Confirmation

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

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

Clicking the button will load the DC website.

2.2.3 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.*).

Update	Delete	Print	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9143	OXYCODONE (FOR SALE)	270,000.000

Figure 18: Print/Delete Report

Select the Print radio button and click .

Confirmation to Print / Download a Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	9143	OXYCODONE (FOR SALE)	270,000.000

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.

Figure 19: Print Confirmation

Clicking the 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.

2.2.4 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 17, previous page) and click .

Confirmation to Delete an Existing Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (<i>grams</i>)
2010	9143	OXYCODONE (FOR SALE)	270,000.000

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

Click Next to confirm that you want to delete this Procurement report for reporting year 2010. Once deleted, the report entry will move to the Pending Reports selection list.

Figure 20: Delete Confirmation

Clicking the button will delete the complete report. YERS will not delete report if the selected substance was used in the conversion of another substance. The substance will again be listed in the Pending section of the **Pending/Completed Reports** screen.

2.3 Other Actions

2.3.1 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 should be filed for such substances where the manufacturer previously had activity to indicate that the manufacturer conducted no activity for the reporting year. A null report does not need to be filed the second consecutive year after no further manufacturing activity or inventory has occurred for the substance.

2.3.1.1 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 2.2 on page 9 for more information.

Pending Reports

These are controlled substances or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) (listed in drug code order) for which there is neither a quota allotment for reporting year 2010 or outstanding inventory for reporting year 2009. Click the *File* radio button to complete a year-end report for this controlled substance. Click the *Null* radio button to indicate that you will *not* be filing a year-end report for this substance.

File	Null	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	<input type="checkbox"/>	1100	D-AMPHETAMINE (FOR CONVERSION)	N/A
<input type="radio"/>	<input type="checkbox"/>	1100	D-AMPHETAMINE (FOR SALE)	N/A
<input type="radio"/>	<input type="checkbox"/>	1100	L-AMPHETAMINE	N/A
<input type="radio"/>	<input type="checkbox"/>	1105	D-METHAMPHETAMINE (FOR CONVERSION)	N/A
<input type="radio"/>	<input type="checkbox"/>	1105	D-METHAMPHETAMINE (FOR SALE)	N/A

Rows 1 through 5 of 71
[<< Back](#) [Forward >>](#)

Completed Reports

These are other controlled substances or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) (listed in drug code order) for which you have filed a report 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.

Update	Delete	Print	Drug Code	Drug Name	Quota Granted (grams)
You have not yet filed 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 21: 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.

Confirmation to Indicate a Null Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	1100	D-AMPHETAMINE (FOR SALE)	N/A

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

Click Next to confirm that you will not be filing a Procurement report for this controlled substance or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) for reporting year 2010. Once marked Null, the report entry will move to the Null Reports selection list.

Figure 22: Null Confirmation

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

Summary Confirmation

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	1100	D-AMPHETAMINE (FOR SALE)	N/A

You have successfully indicated that you will not be filing the year-end report for the controlled substance noted above. The report selection has been moved to the Completed Reports section of the Null Report Selection List.

To return to the Report Selection Menu, click *Main*.
 To return to the Report Selection List, click *Return*.
 To exit this application, click *Exit*.

Figure 23: Null Summary Confirmation

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

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

Clicking the button will load the DC website.

2.3.1.2 Deleting Null Reports

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

Null Reports

These are controlled substances or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) (listed in drug code order) for which you have indicated that you will not be filing a year-end report. Click the *Remove* radio button to return this controlled substance to active status.

Remove	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	1100	D,L-AMPHETAMINE	N/A
<input type="radio"/>	1100	D-AMPHETAMINE (FOR SALE)	N/A

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 24: View Null Reports

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

Confirmation to Remove a Null Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2010	1100	D,L-AMPHETAMINE	N/A

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

Click Next to confirm that you want to remove this report entry from the Null Reports selection list. Once removed, the report entry will move to the Registered Substances selection list.

Figure 25: Null Delete Confirmation

Click the button again to delete the report.

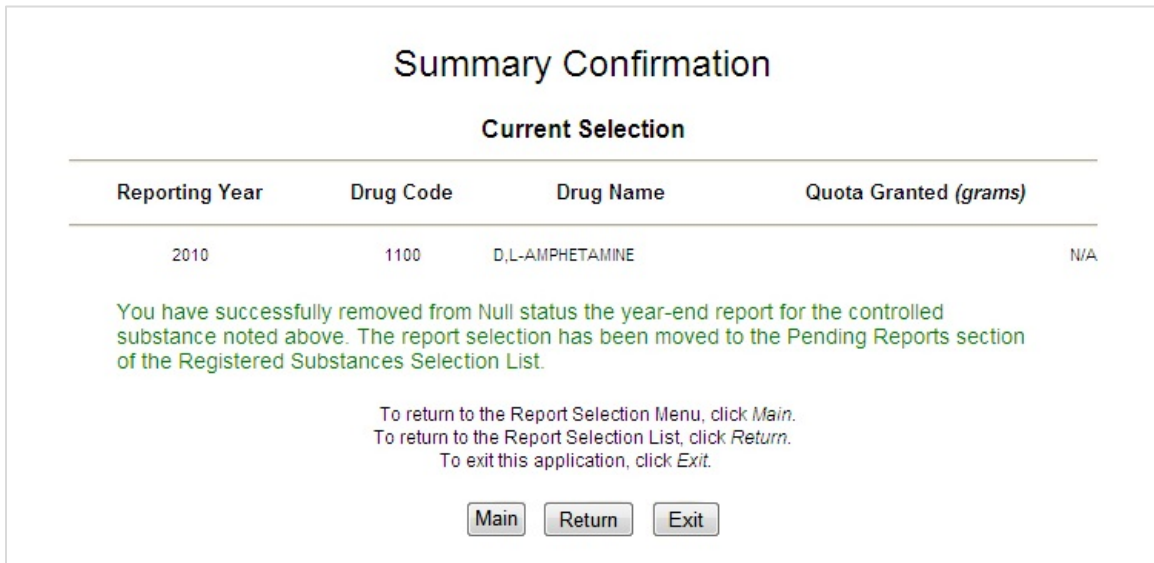


Figure 26: Null Report Removed

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

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

Clicking the button will load the DC website.

2.3.2 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.

3.0 Narcotic Raw Materials

3.1 NRM Main Selection Menu

NRM Main Selection Menu

Select One

- File a New Report for the Current Quarter
- View, Print, Update or Delete a Report for the Current Quarter
- Amend a Report from a Previous Quarter

Make a selection and click Next to continue. Click Return to return to the NRM-YERS Choice Selection Menu.

Figure 27: NRM Main Selection Menu

Users select the type of report to file from the **NRM Main Selection Menu** (Figure 26, above). Consult the list below for a description of each option.

File a New Report for the Current Quarter

- Select this option to file a new NRM report for the current quarter (see section 3.2, page 38).

View, Print, Update, or Delete a Report for the Current Quarter

- Select this option to view, update, print, or delete reports for the current quarter (see section 0, page 43).

Amend a Report from the Previous Quarter

- Select this option to amend a report from the previous quarter. Not only reports from the current or previous quarter may be amended (see section 3.4, page 43).

3.2 File a New Report for the Current Quarter

3.2.1 NRM Quarter Selection Menu

After selecting File a New Report for the Current Quarter from the **Main Selection Menu**, NRM will load the Quarter Selection Menu.

NRM Quarter Selection Menu
for Reporting Year 2014

Select One

- Second Quarter (Apr 1 through Jun 30)
- Third Quarter (Jul 1 through Sep 30)

Notice: Today is Jul 7, 2014. Per 21 CFR 1304.31 you have a 15 day grace period after the end of a quarter in which to file a report. If todays date falls within the grace period of the previous quarter, you may select it instead of the current quarter. To determine the quarter for which you will file, use the date you received the raw materials.

Make a selection and click Next to continue. Click Back to return to the NRM Main Selection Menu.

Figure 28: Quarter Selection Menu

File a report for either the current quarter or the previous quarter. Note that previous quarter reports may only be filed if the current date is within the 15-day allowable grace period.

The button will return users to the **Main Selection Menu**.

Select a record by clicking the radio button in the File or Update sections, respectively. When ready, click the button to proceed to a **Substance Selection Menu**.

3.2.2 NRM Substance Selection Menu

NRM Substance Selection Menu
Quarterly Report for 2014, Third Quarter

Select One:

- Concentrate of Poppy Straw (High Morphine)
- Concentrate of Poppy Straw (High Oripavine)
- Concentrate of Poppy Straw (High Thebaine)
- Concentrate of Poppy Straw (High Codeine)
- Opium, Raw
- Coca Leaves

Make a selection and click Next to continue. Click Back to return to the NRM Quarter Selection Menu.

Figure 29: Substance Selection Menu

Select a listed substance. Any substance unavailable for selection will be marked in gray.

The button will return users to the **Quarter Selection Menu**.

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

3.2.3 Filing the New Report

Enter values into every required field. The following fields are required: **Country of Origin, Permit No., Date Received, Gross Weight (g),** and **dominant alkaloid.**

- The dominant alkaloid varies with the selected drug code. The table in appendix A.0 defines the dominate alkaloid per selected drug code.
- The value for the dominant alkaloid must be greater than the other alkaloids.
- The gross weight and alkaloid values must be between 0 and 999,999,999.999.
- The sum of the alkaloids must not be greater than the gross weight. However, the gross weight does not have to equal the total of the alkaloids.

File a New Report

Current Selection

Reporting Year / Quarter	Drug Code	Drug Name	Quota Granted (grams)
2014 / Q3	9670 - A	Concentrate of Poppy Straw (High Morphine)	.000

Concentrate of Poppy Straw (High Morphine) Q3 (Jul 1 through Sep 30) 2014

* Country of Origin	* Permit No.	* Date Received	* Gross Weight (g)	AMA (g)	ATA (g)	ACA (g)	AOA (g)
Select One ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The * symbol denotes a required field. All weights are expressed in grams in the range 0 to 999,999,999.999 (inclusive).

Click Preview to see a preview of the report data you just entered. Click Reset to clear all fields. Click Return to return to the NRM Main Menu.

Figure 30: File a New Report

Click to go back to the **Main Selection Menu**.

Press the button to clears the fields.

Click to temporarily save the report (see Figure 30: Report Preview, page 41).

Preview							
<input type="radio"/> Remove	Country of Origin		Permit No.		Date Received		Gross Weight
	France		78946		Jul 9, 2014		100.000
AMA (g)	AMA (%)	ATA (g)	ATA (%)	ACA (g)	ACA (%)	AOA (g)	AOA (%)
2.000	2.00	10.000	10.00	2.000	2.00	5.000	5.00

You can add and preview any number of quarterly reports for this substance by using the Reset and Preview buttons above. To remove a report from the Preview list, click the red Remove button. When finished, click the Submit button to submit and save all the reports in the Preview list or click the Cancel button to discard all reports and return to the Narcotic Raw Materials main menu.

Figure 31: Report Preview

Multiple reports for the selected drug code may be previewed simultaneously without leaving the File a New Report screen. Data is not required to change before previewing another report.

To remove a report from the Preview list, click the report's **Remove** radio button

Click the button to save the reports. *Note that all previewed reports, not just the latest, will be saved to the database.*

3.2.4 Confirmation

Once the report has been saved to the database, the following options are available:

- Click the button to generate a PDF copy of the report. This may then be saved to hard drive or printed. *Note that if the PDF opens in the same window as the application, it is possible to return to the application using the browser's **Back** button.*
- Click the button to go back to the **Main Selection Menu**.
- Click the button to leave the application

File a New Report Confirmation

Current Selection

Reporting Year / Quarter	Drug Code	Drug Name	Quota Granted (grams)
2014 / Q3	9670 - A	Concentrate of Poppy Straw (High Morphine)	.000

Confirmation

You have successfully submitted the quarterly report(s) for the Narcotic Raw Material noted below.

Reference No.	Country of Origin	Date Received	Gross Weight
██████	Australia	Jul 7, 2014	6.000

Questions regarding this transaction can be emailed to DEA at ODE.quota@usdoj.gov. Please include your DEA registration number, the reference number and your company name in the subject line for all correspondence regarding this transaction. Also include your contact info in the message body.

Print / Archive Option

Click the Print button below to display a PDF file which you can print and/or archive.

Figure 32: File New Report Confirmation

3.3 View, Print, Update, or Delete a Report for the Current Quarter

Selecting the option to view reports will load a screen like the one below.

NRM Reports for the Current Quarter
Q3 (Jul 1 through Sep 30) 2014

Showing 5 through 7 of 7 (total) Quarterly Reports.

<<< >>>

Click the directional (arrow) buttons to advance to the the next or previous data page.

Sort order is Date Received within Country of within Origin Drug Name.

<input type="radio"/> Select	Reference No.	Drug Name	Country of Origin	Permit No.	Date Received	Gross Weight	
		CPS (HIGH ORIPAVINE)	India		Jul 24, 2014	77.000	
	AMA (g)	AMA (%)	ATA (g)	ATA (%)	ACA (g)	ACA (%)	AOA (g)
	4.000	5.19	4.000	5.19	4.000	5.19	8.000
							10.39

Notice the directional (arrow) buttons above to advance to the the next or previous data page.
 Select a report by clicking the red Select radio button, then click the Update or Delete button to perform that action.
 Click the Print button to display a PDF file of all the reports for this quarter which you can print and/or archive.
 Click the Return button to return to the NRM Main Selection Menu.

Return Print Update Delete

Figure 33: View Reports

The following options are available:

- Click to go back to the **Main Selection Menu**.
- Click the button to generate a PDF copy of the report. This may then be saved to hard drive or printed. *Note that if the PDF opens in the same window as the application, it is possible to return to the application using the browser's **Back** button.*
- Click the button to make changes to the submitted report. See section 3.2, File a New Report for the Current Quarter for further information.
- Click the Delete button to delete the selected record. *Note that clicking this button will instantly delete the record. The application will not ask for confirmation before deleting the record.*

3.4 Amend a Report from a Previous Quarter

Only the current quarter and the one immediately prior may be amended. See section 3.2, File a New Report for the Current Quarter for further information.

Appendices

A.0 Drug Code Dominant Alkaloids

The following table lists the selectable drug codes and their associated dominant alkaloid.

Drug Code	Dominant Alkaloid
9040	No dominant alkaloid
9600	Anhydrous Morphine Alkaloid (AMA)
9670-A	Anhydrous Morphine Alkaloid (AMA)
9670-B	Anhdrous Oripavine Alkaloid (AOA)
9670-C	Anhdrous Thebaine Alkaloid (ATA)
9670-D	Anhdrous Codeine Alkaloid (ACA)

B.0 Glossary

Term	Definitions
Acquisition	Acquiring any controlled substance by means that include domestic procurements, acquisitions, and transfers; imports, returns by customers for salvage, rework, etc.; and those acquired from manufacture or conversion during the course of a calendar year.
Authorized Destruction	Any substance or chemical that has been destroyed with express permission from the DEA.
Bulk Substance	Any controlled substance manufactured in bulk quantities.
Controlled Substance	A drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of the Controlled Substances Act. The term does not include distilled spirits, wine, malt beverages, or tobacco, as those terms are defined or used in subtitle E of the Internal Revenue Code of 1986. It is a substance determined potentially harmful for human consumption and therefore limited by the DEA. Controlled substances may or may not have beneficial properties.
Conversion	The process by which a controlled substance or listed chemical undergoes processing in such a manner as to manufacture a different substance. The new substance may or may not be itself subject to control by the DEA.
DEA Number	A valid registration number assigned to the registrant by CSA.
Disposition	Removing from inventory any controlled substance by means that include domestic sales and transfers, conversion, exportation, returns, the manufacture of exempted or excluded products, losses, and authorized destruction during the course of a calendar year.
Domestic	Any substance or chemical manufactured or produced within the United States.
Drug Code	The number assigned to a substance controlled by CSA. Drug codes are cataloged into drug schedules.
Excluded Product	A substance or chemical excluded from the application of CSA
Exempted Product	A substance or chemical exempt from the application of CSA based on a finding that the mixture is formulated in such a way that it cannot be easily used in the illicit production of a controlled substance and that the listed chemical or chemicals contained in the mixture cannot be readily recovered
Export	Taking out or removing any article into either the jurisdiction of the United States or the custom territory of the United States.
Finished Dosage Forms	Substances or chemicals classified as having completed processing.
Import	The bringing in or introducing any article into either the jurisdiction of the United

Term	Definitions
	States or the custom territory of the United States.
In-Process Material	Substances or chemicals classified as in process for conversion.
Inventory	All factory and branch stocks of a basic class of controlled substance manufactured or otherwise in the possession of the registrant , whether as bulk material commercial containers, in-process materials, or contained in pharmaceutical preparations.
Listed Chemical	Any List I or II chemical, in addition to legitimate uses, is used in manufacturing controlled substances in violation of the Controlled Substances Act.
Lost	A substance or chemical cannot be accounted for in inventory and no record exists of its proper disposition.
Manufacture	The producing, preparation, propagation, compounding, or processing of a drug or other substance or the packaging or repackaging such substance, or the labeling or relabeling of the commercial container of such substance.
Non-Saleable Material	Substances or chemicals classified as not eligible for sale.
Null Report	A year-end report that states that no quota was granted for selected substances and chemicals and no inventory was held for those substances during the reporting year.
Outstanding Inventory	Inventory held by a manufacturer that is greater than that allocated in the quota for the reporting calendar year.
Procurement	The act of obtaining a controlled substance for the purpose of producing or manufacturing another controlled substance or a finished dosage form.
Psychotropic Substance	Any substance included in the laws executing the international treaty entitled Convention on Psychotropic Substances and signed in Vienna, Austria, on February 21, 1971.
Quota	A predetermined limit on the total amount of controlled substances and listed chemicals that individual manufacturers may procure or manufacture during a single calendar year.
Registrant	Any person with a registered account in CSA.
Reporting Year	The year for which a year-end report is filed.
Return	A substance or chemical that is returned to a manufacturer's suppliers.
Transfer	To deliver control of a substance or chemical from one CSA registrant to another.
Year-End Report	A detailed report filed by manufacturers at the conclusion of a calendar year detailing the amount of inventory, acquisitions, and dispositions made during the course of the same calendar year. This number is compared the assigned quota allotment and discrepancies reconciled.

C.0 Acronyms

Acronym	Definition
API	Active Pharmaceutical Ingredient
CPS	Concentrate of Poppy Straw
CSA	Controlled Substances Act
DEA	Drug Enforcement Administration
DC	Diversion Control Division
DRQ	UN Reporting and Quota Section
PDF	Portable Document Format
UN	United Nations
US	United States
YERS	Year-End Reporting and Quota System