

Drug Enforcement Administration

Year-End Reporting and Quota System

YERS
User Manual

Version 1.2
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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

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Year-End Reports User Login

Welcome to the Year-End Reporting System

- 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:

If you want to change your password, check the Change Password checkbox. To reset the form's text values to their original state, click Reset. To submit the form, click Next.

Figure 1: 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 button. Click the button on this page to proceed to the Login Confirmation screen. An error will be displayed if any of the information is incorrect.

On the Login Confirmation screen, click the button to continue. The 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 button.



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**Year-End Reports
Change Password**

Change User Password

- Passwords must be between four and ten characters long, contain at least one uppercase letter, at least one lowercase letter, and at least one digit.
- You may keep the same password for as long as you want.

DEA Number:

Username: IANRACE

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:

- 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 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).



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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.

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**Year-End Report for Substances Procured
Drugs for Which a Quota Was Granted**

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
<input type="radio"/>	8113	EPHEDRINE (FOR CONVERSION)	277,000.000
<input type="radio"/>	9041	COCAINE	60.000
<input type="radio"/>	9050	CODEINE (FOR SALE)	59,200.000
<input type="radio"/>	9143	OXYCODONE (FOR SALE)	270,000.000

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.

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 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 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.

**Year-End Report for Substances Procured
Drugs for Which a Quota Was Granted**

Confirmation to File a New 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.

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 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 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 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.



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**Year-End Report for Substances Procured
Other Registered Substances**

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 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 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 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

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: 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 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)



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**Year-End Report for Substances Manufactured
Drugs for Which a Quota Was Granted or Outstanding Inventory Exists**

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: 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: 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 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 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.



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Year-End Report for Substances Procured Other Registered Substances

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 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.



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Year-End Report for Substances Manufactured Drugs for Which a Quota Was Granted or Outstanding Inventory Exists

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: 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: 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.

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Year-End Report for Substances Procured
Drugs for Which a Quota Was Granted or Outstanding Inventory Exists

Drugs Converted to Other Substances

Substance Put In Process For Conversion

Drug Code	Drug Name	Quantity (grams)
9143	OXYCODONE (FOR SALE)	650.000

Bulk Substances Selection

You are converting the drug listed above (Substance Put In Process For Conversion) to one or more bulk substances. If the substance you want to convert to (Bulk Substances Selection) is in the Controlled Substances 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 radio button for Non-Controlled Substance and type the name of the substance in the Non-Controlled Substance field and fill in the values for Qty Converted and Qty Produced.

Controlled Substance :

Qty Converted :

Qty Produced :

Non-Controlled Substance :

Qty Converted :

Qty Produced :

To submit your entry and advance to the Summary page, click Submit.
To review all of the entries you've made so far and/or entries already on file, click Summary.
To clear the form click Reset.

Figure 11: Standard Converted Substances

When finished, click the 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 button.

**Year-End Report for Substances Procured
Drugs for Which a Quota Was Granted**

Drugs Converted to Other Substances

Substance Put In Process For Conversion

Drug Code	Drug Name	Quantity (grams)
9143	OXYCODONE (FOR SALE)	256.000

Bulk Substances Selection

Remove	Drug Produced	Qty Converted	Qty Produced
<input type="radio"/>	ECGONINE	25.000	20.000
Total		25.000	20.000

To remove a bulk substance, make a selection and click the Remove button.
 To return to the selection page to record more converted substances, click Convert Another Substance.
 To complete this process and return to the Report Dispositions page, click Return.
 To clear any radio buttons that have been selected in error, Click Reset.

Figure 12: Converted Substances Summary

To record another substance conversion, click the 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 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.

3.1.5.2 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.

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**Year-End Report for Substances Procured
Other Registered Substances**

Drugs Converted to Other Substances

Substance Put In Process For Conversion

Drug Code	Drug Name	Quantity (grams)
9670	CONCENTRATE OF POPPY STRAW (HIGH MORPHINE)	2,500.000

Bulk Substances Selection

You are converting a single quantity of the drug listed above (the Converted-From Substance) to one or more other substances. Select a substances from the list and then enter a value in the Qty Produced field. The Qty Converted amount is fixed at the quantity put into process for conversion and applies to all substances selected for conversion.

Qty Converted :

Controlled Substance :

Qty Produced :

To submit your entry and advance to the Summary page, click Submit.
 To review all of the entries you've made so far and/or entries already on file, click Summary.
 To clear the form click Reset.

Figure 13: Concentrate of Poppy Straw

When finished, click the 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 button.

**Year-End Report for Substances Procured
Other Registered Substances**

Drugs Converted to Other Substances

Substance Put In Process For Conversion

Drug Code	Drug Name	Quantity (grams)
9670	CONCENTRATE OF POPPY STRAW (HIGH MORPHINE)	256.000

Bulk Substances Selection

Remove	Drug Produced	Qty Converted	Qty Produced
<input type="radio"/>	ORIPAVINE	256.000	50.000
Total			50.000

To remove a bulk substance, make a selection and click the Remove button.
 To return to the selection page to record more converted substances, click Convert Another Substance.
 To complete this process and return to the Report Dispositions page, click Return.
 To clear any radio buttons that have been selected in error, Click Reset.

Figure 14: Concentrate of Poppy Straw Summary

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 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.

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**Year-End Report for Substances Procured
Other Registered Substances**

Summary Totals

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.*

Total Ending Inventory for 2009	.000
Total Ending Inventory for 2010	6,600.000
Total Acquisitions for 2010	.000
Total To Be Accounted For <i>(Total Ending Inventory For 2009 plus Total Acquisitions For 2010)</i>	.000
Total Dispositions for 2010	.000
Total Accounted For <i>(Total Ending Inventory For 2010 plus Total Dispositions For 2010)</i>	6,600.000
Difference <i>(Total To Be Accounted For minus Total Accounted For)</i>	-6,600.000

Please provide an explanation for any difference:

Remarks:

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 15: Summary



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Year-End Report for Substances Procured Drugs for Which a Quota Was Granted

Summary Confirmation

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
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 16: 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 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 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.



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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.

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 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 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 button.

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

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**UN Psychotropic Substances
Psychotropic Drugs**

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 18: 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 Office of Diversion Control website.



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**UN Psychotropic Substances
Psychotropic Drugs**

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	<input type="button" value="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 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.*).

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 20: Print/Delete Report

Select the Print radio button and click .

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**Year-End Report for Substances Procured
Drugs for Which a Quota Was Granted**

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 21: 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.

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 .

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**Year-End Report for Substances Procured
Drugs for Which a Quota Was Granted**

Confirmation to Delete an Existing 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 delete this Procurement report for reporting year 2010.
Once deleted, the report entry will move to the Pending Reports selection list.

Figure 22: Delete Confirmation

Clicking the 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 button. See section 3.1 Filing or Updating a Procurement or Manufacturer Report on page 6 for more information.

**Year-End Report for Substances Procured
Other Registered Substances**

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 lists.
To submit your selection for processing, click the *Next* button below.
To return to the previous page, click the *Back* button below.

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.

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**Year-End Report for Substances Procured
Other Registered Substances**

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.

Back **Next**

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.

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**Year-End Report for Substances Procured
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**.

Main **Return** **Exit**

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**.

Year-End Report for Substances Procured Null Reports

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 (<i>grams</i>)
<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 lists.
 To submit your selection for processing, click the *Next* button below.
 To return to the previous page, click the *Back* button below.

Figure 26: View Null Reports

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

Year-End Report for Substances Procured Null Reports

Confirmation to Remove a Null Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (<i>grams</i>)
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 27: Null Delete Confirmation

Click the button again to delete the report.

The screenshot displays the 'Office of Diversion Control' header with the U.S. Department of Justice Drug Enforcement Administration logo. The main title is 'Year-End Report for Substances Procured Null Reports'. Below this is a 'Summary Confirmation' section with a 'Current Selection' table. The table has four columns: Reporting Year, Drug Code, Drug Name, and Quota Granted (grams). A single row shows '2010', '1100', 'D,L-AMPHETAMINE', and 'N/A'. A green message states: 'You have successfully removed from Null status the year-end report for the controlled substance noted above. The report selection has been moved to the Pending Reports section of the Registered Substances Selection List.' Below the message are instructions: 'To return to the Report Selection Menu, click *Main*. To return to the Report Selection List, click *Return*. To exit this application, click *Exit*.' At the bottom are three buttons: 'Main', 'Return', and 'Exit'.

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

You have successfully removed from Null status the year-end report for the controlled substance noted above. The report selection has been moved to the Pending Reports section of the Registered Substances 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*.

Main Return Exit

Figure 28: 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 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.