

Drug Enforcement Administration

Year-End Reporting and Quota Management System

Quotas
User Manual

Version 1.1
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1.0 Introduction

The Drug Enforcement Administration (DEA) is the US competent body charged with the management of controlled substances and chemicals for scientific, medical, and industrial applications while preventing diversion of these same substances and chemicals. To manage this complex system, DEA requires that manufacturers of Schedule I and II controlled substances and the importers and manufacturers of ephedrine, pseudoephedrine, and phenylpropanolamine (CMEA List I chemicals) apply for quotas to control the quantity of material produced or procured per calendar year for US requirements. These individual import and procurement requests are aggregated to determine bulk manufacturer requirements, aggregate production quotas (APQ), annual assessment of needs (AAN), and generate reports to the United Nations regarding the consumption and manufacturing of Schedule I and II controlled substances and CMEA List I chemicals.

These specific individual importers and manufacturers apply for yearly importation and manufacturing quota allowances based on historical sales data and forecasted trends in their market. This information is transmitted to DEA through quota application forms DEA 189, DEA 250, and DEA 488. The individual manufacturing quota form - DEA 189 is for use by individual manufacturers that extract or synthesize a schedule I or II substance from plant material or other controlled substances. The procurement quota form - DEA 250 is required for dosage form manufacturers, compound pharmacies, labelers/relabelers, and packagers/repackagers. The importation form - DEA 488 is for use by the CMEA List I chemical importers.

1.1 Login

U.S. Department of Justice Drug Enforcement Administration
Office of Diversion Control

Application for Quota Allotment

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, 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 entered information is incorrect.

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

1.2 Changing the Password

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



The screenshot shows the 'Change User Password' form within the Office of Diversion Control application. The header includes the U.S. Department of Justice Drug Enforcement Administration logo and the text 'Office of Diversion Control'. Below the header is a green bar with the text 'Application for Quota Allotment'. The main content area is titled 'Change User Password' and lists password requirements: 'Must contain between four and ten characters', 'Must contain at least one uppercase character', 'Must contain at least one lowercase character', and 'Must contain at least one digit'. The form contains five input fields: 'DEA Number' (with a masked value), 'Username' (with the value 'IANRACE'), 'Current Password', 'New Password', and 'Confirm New Password'. Below the fields is a prompt: 'Please fill in the empty fields and click Next.' and three buttons: 'Back', 'Reset', and '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. Quotas passwords will not expire.

2.0 Quota Application

2.1 Manufacturers and Types of Quota

Manufacturers can apply for three (3) different types of quota. The table below specifies the distinction between manufacturers, quotas, and controlled substances/CMEA List I chemicals.

Type of Account	Type of Quota	Substance/Chemical
Manufacturer	Procurement	Substance
Bulk Manufacturer	Procurement, Manufacturer	Substance
Chemical Manufacturer	Procurement, Manufacturer	Chemical
List I Chemical Importer	Import	Chemical

2.2 Quota Application

After confirming the account login, Quotas will load the Main Selection Menu. An initial quota may be requested or an already submitted quota request may be amended.

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Application for Quota Allotment

Main Selection Menu

Quota Type

Procurement
 Manufacturer
 Import

Note: The list of controlled substances will only display drugs that are currently listed under your registration. If you do not see the drug you are seeking, please contact your local field office to have the drug added to your registration.

Controlled Substance

--- Listed in Alphabetical Order (Select One) ---

Quota Year

Current Year (2011)
 Next Year (2012)

To file a new request for quota allotment or revise an existing one, select Quota Type, Controlled Substance and Reporting Year, then click Next.
 To see the status of any requests for quota allotment that you have previously submitted to DEA, click Status.

Exit Status Next

Figure 3: Main Selection Menu

The following information must be selected before the application process may continue.

- **Quota Type:** the type of quota being requested.
- **Controlled Substance:** the controlled substance for which a quota is being requested. List I chemical manufacturers and importers will only see the chemicals ephedrine, pseudoephedrine, and phenylpropanolamine. No substance or chemical will be listed in the drop-down menu if it hasn't first been registered to the requesting manufacturer.
- **Quota Year:** the year during which the quota will be applied.

After all selections have been made, click the button. Following this page, the current or future year-end inventory, acquisitions, and dispositions are estimated and the quota amount is requested.

Note that the following screen will only be displayed if a request for the selected substance or chemical has already been submitted.



The screenshot shows the 'Office of Diversion Control' interface. At the top, it says 'U.S. Department of Justice Drug Enforcement Administration Office of Diversion Control'. Below that is a green bar with the text 'Application for Quota Allotment'. The main content area is titled 'Quota Request Amendment' and contains a 'Notice' section. The notice states: 'You have previously filed a quota allotment request for the substance noted above. The request was filed on Mar 02, 2011 in the amount of 585.000 grams. The Reference Number is 108019. In the pages that follow, your original data values for the request will be displayed. You may freely remove, append or amend this data. Once you complete this amended request, it will be filed with its own reference number and will become the new statement of record for the requested quota allotment for this substance.' Below the notice is a table titled 'Current Selection' with the following data:

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	8113(B)	EPHEDRINE (FOR SALE)	585.000	.000

At the bottom of the form are two buttons: 'Back' and 'Next'.

Figure 4: Quota Amendment Notice

Click the button to proceed to the Year-End Estimates screen.

Note that the fields, as displayed on the following page, will already contain values if this is an amendment to an already submitted quota.

Enter the estimated amounts of the controlled substance or listed chemical expected to be held in inventory, disposed/sold to other entities, and acquired from other entities by the end of the selected year (Figure 5, next page). At least one field must contain a value other than zero (0) before the quota application process may proceed.



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Application for Quota Allotment

Year-End Estimates for Reporting Year 2011

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225(A)	PHENYLPROPANOLAMINE (FOR CONVERSION)		.000

DEA Form 250 -- Box 12

Enter your estimated year-end report projections in the fields provided.
Use the TAB and SHIFT-TAB keys to tab forward and backward among the fields.
All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

Reporting Year	2009 (actual)	2010 (actual)	2011 (estimated)
Inventory (as of Dec 31)			
Bulk controlled substance (API)	0.000	0.000	0.000
In-process material (in all forms)	0.000	0.000	0.000
Finished dosage forms (bulk and/or packaged)	0.000	0.000	0.000
Total	0.000	0.000	0.000
Dispositions			
Domestic	0.000	0.000	0.000
Exports	0.000	0.000	0.000
Total	0.000	0.000	0.000
Acquisitions			
Domestic	0.000	0.000	0.000
Imports	0.000	0.000	0.000
Total	0.000	0.000	0.000

Click Next to advance to the next page.

Figure 5: Year-End Estimates

All entered values must be expressed as grams of anhydrous base or alkaloid, not as salt.

- **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.

- **Domestic:** the measure of substances or chemicals to have either been disposed or acquired within the United States.
- **Exports/Imports:** the measure of substances or chemicals to have either been disposed or acquired internationally.

Note that a fourth column will be displayed if the **Next Year** option is selected on the Main Selection Menu screen (see Figure 3). The current year column will be unavailable for editing.

Click the button to proceed to the **Quota Request** screen.

Application for Quota Allotment

**Quota Request
for Reporting Year 2011**

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225(A)	PHENYLPROPANOLAMINE (FOR CONVERSION)		.000

**Quota History
(DEA Form 250 -- Box 11)**
Enter the total value for your quota allotment request in the field provided.
All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

--- History (Approved) ---			--- Current Request ---
2008	2009	2010	2011
0.000	0.000	0.000	<input type="text"/>

Quota Allotment Request by Category
Sub-divide your total quota request by category.
You must provide a value for at least one category, and the sum of the categories must equal the total quota request.
Use the TAB and SHIFT-TAB keys to tab forward and backward among the fields.

Commercial Manufacturing :

Product Development :

Packaging :

Replacement :

Transfer :

Total :

Click Next to advance to the next page.

Figure 6: Quota Request

Sub-divide the total quota request by category. If quota will not be used toward a category, enter zero (0) into the relevant field. Click the button to clear the fields.

The total value of the sub-category quota requests must equal the value entered in the Current Request field.

List I chemical importers will see the **Product Type** section rather than the **Quota Allotment Request by Category** section. In that case, select the type of List I chemical product being imported.

Product Type	
Select the type of product for this substance.	
<input type="radio"/> Bulk API or finished dosage forms in bulk.	<input type="radio"/> Finished product for distribution only.

Figure 7: Import Product Type

After the desired fields have been filled and selection been made, click the button. The **Report Selection Menu** will be displayed.



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Application for Quota Allotment

Report Selection Menu

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	.000

Sub-Reports Selection

In order to complete your application for quota allotment, you will need to provide additional information using the sub-reports below. To fill out a sub-report, click the Report Link to advance to the corresponding report form. If the color of the sub-report link is gray, it means there are sub-reports already on file. You may review and/or update these by clicking the link. You will not be able to advance to the next page until all required sub-reports have been completed.

Required / Optional	Current Request	Report Link
Optional		Commercial Manufacturing Converted Substances (DEA Form 250 -- Box 13)
Optional	894.000	Commercial Manufacturing Dosage Forms (DEA Form 250 -- Box 14)
Required	984.000	Product Development (DEA Form 250 -- Box 14)
Required	543.000	Packaging (DEA Form 250 -- Box 14)
Required	151.000	Replacement
Required	484.000	Transfer

If you have completed all required sub-reports, click Next to continue.

Figure 8: Report Selection Menu

Refer to section 3.0 **Quota Sub-Category Forms** for information about the Quota sub-category forms. When finished, click the button.



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Application for Quota Allotment

Final Summary

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2012	8112	PSEUDOEPHEDRINE (FOR CONVERSION)	3,056.000	.000

Year-End Report Data

	2009 (actual)	2010 (actual)	2011 (estimates)	2012 (estimates)
Inventory	0.000	0.000	0.000	4,355,643.000
Dispositions	0.000	0.000	454.000	658.000
Acquisitions	0.000	0.000	0.000	1,308.000

Quota Allotment Request by Category

Comm Man	Prod Dev	Packaging	Replacements	Transfers	Total
894.000	984.000	543.000	151.000	484.000	3,056.000

Remarks

[Click Submit to transmit your data to DEA.](#)
[Click Return to go back to the Year-End Estimates page to modify any part of this request.](#)

Figure 9: Final Summary

Review the summary of the quota request. Any additional remarks should be placed in the **Remarks** field.

If a mistake was made, click the button to return to the **Main Selection Menu**.

Click the button to complete the Quota request. A reference number will be assigned to the quota request (Figure 10, following page). Reference this number in any emails to ODQ concerning this quota request.

A PDF copy of the Quota request application may be saved to a local computer for printing. Click the button to create the PDF copy.

Summary Confirmation

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225(A)	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	.000

Confirmation

You have successfully submitted a Quota Allotment Request for the substance noted above. Your reference number is:

108035

You may contact DEA via email at ODE.Quota@USDOJ.gov concerning this transaction. Be sure to include the reference number in the subject line of all such correspondence.

If you find a need to amend this request, you may do so by selecting this same substance from the Main Selection Menu. At that time all data entry fields will be pre-populated with values from your latest request.

Printing Options

You are required by law to retain a copy of this Request for Quota Allotment for a period of seven years after the date of the initial request. Click the Print button below and you will be able to print or archive the resultant PDF report.

Figure 10: Summary Confirmation

2.3 Check Application Status

To check the current status of a pending quota application, click the button from the **Main Selection Menu**.

The following information is available (Figure 11, subsequent page):

- **Quota Type:** the type of quota for which the application has been submitted (procurement, manufacturer, import).
- **Quota Year:** they year for which the quota will be applied.
- **Date Submitted:** the date on which the request was submitted.
- **Drug Code:** the code given to the controlled substance or listed chemical for which a quota was requested.
- **Drug Name:** the name of the controlled substance or listed chemical for which a quota was requested.
- **Quota:** the quota amount requested for the applicable year.



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Application for Quota Allotment

Quota Request Status

The following table lists substances for which you have formally requested a quota allotment, and the status of your application. Multiple requests for the same substance are sorted sequentially by Drug Name within Quota Type. A date in the Date Approved field indicates the date the request was approved. Requests that have not been approved yet show as "Pending."

Requests may be amended by returning to the Main Selection Menu and selecting the substance from the list. To view the request as a PDF report, click the Request ID link.

Quota Type	Quota Year	Date Submitted	Drug Code	Drug Name	Quota	Date Approved	Request ID
PRO	2011	Mar 2, 2011	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	Pending	108035
PRO	2011	Mar 30, 2011	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	Pending	108166
PRO	2011	Mar 4, 2011	1225	PHENYLPROPANOLAMINE (FOR SALE)	4,410.000	Pending	108076
PRO	2011	Mar 4, 2011	8112	PSEUDOEPHEDRINE (FOR CONVERSION)	5,545.000	Pending	108074

Figure 11: Quota Request Status

- **Date Approved:** the date on which the quota request was approved. Pending indicates that the request is still awaiting final determination by ODQ. Note: Approval date does **not** indicate the quota amount requested is the amount granted. DEA will still send a letter (by email and post) indicating the amount of quota granted for the request.
- **Request ID:** every quota request is assigned a unique six (6)-digit number. This number should be referenced with inquiries concerning the quota request. Click on the Request ID to display and/or print the details of that specific request.

Clicking the button will create a PDF copy of the status page information suitable for printing.

To return to the **Main Selection Menu**, click the button.

3.0 Quota Sub-Category Forms

3.1 Commercial Manufacturing (Converted Substances)

The **Converted Substances** sub-category form is only available for substances and List I chemicals specifically marked for conversion. Filing the **Converted Substances** sub-category form is an optional activity for every type of manufacturer.

Select a drug from the drop down menu (Figure 12, next page).

Any selections will be added to the **Basic Class to be Manufactured** table. If User Choice is selected, the name of the drug must be manually entered into the **Drug Name** column.

Fill in the estimated year and percentage yield fields and click the button. The information will be added to the **Summary** table.

To remove a drug from the **Summary** table, select the **Remove** radio button.

Click the button to return to the **Report Selection Menu** (see Figure 8).



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Application for Quota Allotment

Converted Substances

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225(A)	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	.000

**Basic Class To Be Manufactured
(DEA Form 250 -- Box 13)**

To convert PHENYLPROPANOLAMINE (FOR CONVERSION) to another substance, select the substance from the list. If the target substance is not in the list, either contact DEA to have the substance added to your registration, or select "Users Choice" (the last entry).

--- Listed in Alphabetical Order (Select One) ---

Drug Name	Drug Code	2009 (actual)	2010 (actual)	2011 (estimated)	% Yield (estimated)

Fill in the fields above and click Submit.

Summary

Remove	Drug Name	Drug Code	2009 (actual)	2010 (actual)	2011 (estimated)	% Yield (estimated)
<input type="radio"/>	Vraxoin	0000	.000	.000	2,524.002	252.24

To remove an entry, click the Remove radio button.

Figure 12: Converted Substances

3.2 Commercial Manufacturing (Dosage Form)

The **Commercial Manufacturing** sub-category form is only available for procurement manufacturers and importers. Filing the **Commercial Manufacturing** sub-category form is optional.

Complete the following fields (Figure 13, following page):

- **Name:** the name of the manufactured dosage form.
- **Mkt Auth:** the authority with which the indicated dosage form is marketed.
- **Used <2 years prior>:** the amount used two (2) years prior to the current year.
- **Used <1 years prior>:** the amount used one (1) year prior to the current year.
- **Est. <quota year>:** the estimated amount to be used during the requested year.

Click the button. The information will be added to the **Summary** table. To remove a drug from the **Summary** table, select the **Remove** radio button.

Click the button to return to the **Report Selection Menu** (see Figure 8).



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Application for Quota Allotment

Commercial Manufacturing

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225(A)	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	.000

**Dosage Form Data
(DEA Form 250 -- Box 14)
Quota Requested: 894.000**

If you intend to manufacture dosage forms from PHENYLPROPANOLAMINE (FOR CONVERSION), fill out the fields below and click Submit. You may create as many individual dosage forms as necessary.

* Name	* Mkt Auth	* Used 2009	* Used 2010	* Est. 2011
<input style="width: 100%;" type="text"/>				

The * symbol denotes a required field. Number fields must be a valid number between 0 and 999,999,999.999 inclusive.

Summary

Remove	Name	Mkt Auth	Used 2009	Used 2010	Est. 2011
<input type="radio"/>	Traylopanifaphryn	Department of Agriculture	5121	1321	1231

To remove an entry, click the Remove radio button.
Click Next to return to the Report Selection Menu.

Figure 13: Commercial Manufacturing

3.3 Product Development

The **Product Development** sub-category form is only available for those requesting procurement and manufacturer quotas. Filing the **Product Development** sub-category form is mandatory if the registrant placed a numerical value in the quota allotment by category (see Figure 6, page 6).

Complete the following fields (Figure 14, subsequent page):

- **Name:** the name of the substance required for product development.
- **Strength:** the strength of the dosage required for product development.
- **Units/Batch:** the number of units allotted per batch required for product development.
- **# Batches:** the number of batches of the substance required for product development.
- **Purpose:** the purpose of the substance's use in product development.
- **Qty:** the total quantity expected to produce through product development.
- **Completion Time:** the time required to complete product development.

Click the button. The information will be added to the **Summary** table.

To remove a drug from the **Summary** table, select the **Remove** radio button.

Click the button to complete the sub-form and return to the **Report Selection Menu** (see Figure 8).



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Application for Quota Allotment

Product Development

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225(A)	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	.000

**Dosage Form Data
(DEA Form 250 -- Box 14)
Quota Requested: 984.000**

If you intend to manufacture PHENYLPROPANOLAMINE (FOR CONVERSION) into dosage forms, fill out the fields below and click Submit. You may create as many individual dosage forms as necessary.

* Name	* Strength	* Units/Batch	* # Batches	* Purpose	* Qty	* Completion Time

The * symbol denotes a required field. Number fields must be a valid number between 0 and 999,999,999.999 inclusive.

Summary

Remove	Name	Strength	Units/Batch	# Batches	Purpose	Qty	Completion Time
<input type="radio"/>	Calafirin	23 gm	125	521	Nausea	132	2 months

To remove an entry, click the Remove radio button.
Click Next to return to the Report Selection Menu.

Figure 14: Product Development

3.4 Packaging

The **Packaging** sub-category form is only available for those requesting procurement and manufacturer quotas. Filing the **Packaging** sub-category form is mandatory if the registrant placed a numerical value in the quota allotment by category (see Figure 6, page 6).

Complete the following fields (Figure 15, following page):

- **Name:** the name of the package into which the substance will be segmented.
- **Strength:** the strength of the packaged segments.
- **Units/Pkg:** the number of units allotted per package.
- **# Pkgs:** the number of segments the package will comprise.
- **Purpose:** the purpose of segmenting the substance into packages.
- **Qty:** the quantity of total packages required.

Click the button. The information will be added to the **Summary** table.

To remove a drug from the **Summary** table, select the **Remove** radio button.

Click the button to complete the sub-form and return to the **Report Selection Menu** (see Figure 8).



OFFICE OF DIVERSION CONTROL

Application for Quota Allotment

Packaging

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2012	8112	PSEUDOEPHEDRINE (FOR CONVERSION)	3,056.000	.000

**Package Form Data
(DEA Form 250 -- Box 14)
Quota Requested: 543.000**

If you intend to segment PSEUDOEPHEDRINE (FOR CONVERSION) into packages, fill out the fields below and click Submit. You may create as many individual package forms as necessary.

* Name	* Strength	* Units / Pkg	# Pkgs	* Purpose	* Qty

The * symbol denotes a required field. Number fields must be a valid number greater than 0 and less than 1,000,000,000.000.

Summary

Remove	Name	Strength	Units / Pkg	# Pkgs	Purpose	Qty
<input type="radio"/>	Protaxis	121	35	56	Resale	251

To remove an entry, click the Remove radio button.
Click Next to return to the Report Selection Menu.

Figure 15: Packaging

3.5 Replacement

The **Replacement** sub-category form is only available for those requesting procurement and manufacturer quotas. Filing the **Replacement** sub-category form is mandatory if a numerical value was typed in the quota allotment section (see Figure 6, page 7).

Enter the following information (Figure 16, subsequent page):

- **Destruction Date:** the date the original substance was destroyed. Click this field to display a calendar from which the date of destruction may be chosen.
- **Explanation:** as well as the reason for its destruction of the original substance or chemical.

Click the button. The information will be added to the **Summary** table.

To remove a drug from the **Summary** table, select the **Remove** radio button.

Click the button to complete the sub-form and return to the **Report Selection Menu** (see Figure 8).

Application for Quota Allotment

Replacement

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	.000

Replacement Data
Quota Requested: 151.000

Please provide an explanation of what was destroyed and why. You must submit appropriate documentation, including DEA Form 48 and DEA Form 522 (if a reverse distribution was used). Summarize what was destroyed (ie. commercial batches, product development samples and retains, bulk API, etc.) and the reason for disposal.

* Date of Destruction

* Explanation

The * symbol denotes a required field. Number fields must be a valid number between 0 and 999,999,999.999 inclusive.

Summary

Remove	Date of Destruction	Explanation
<input type="radio"/>	Feb 11, 0005	

[To remove an entry, click the Remove radio button.](#)
[Click Next to return to the Report Selection Menu.](#)

Figure 16: Replacement

3.6 Transfer

The **Transfer** sub-category form is only available for those requesting procurement and manufacturer quotas. Filing the **Transfer** sub-category form is mandatory if a numerical value was typed in to the quota allotment (see Figure 6, page 7).

Enter the DEA number of the manufacturer to whom the substance was transferred, as well as the reason for the transfer.

Click the button. The information will be added to the **Summary** table.

To remove a drug from the **Summary** table, select the **Remove** radio button.

The screenshot shows the 'Application for Quota Allotment' form for 'Transfer'. The header includes the U.S. Department of Justice Drug Enforcement Administration logo and the text 'OFFICE OF DIVERSION CONTROL'. The main title is 'Application for Quota Allotment'.

Transfer

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2011	1225(A)	PHENYLPROPANOLAMINE (FOR CONVERSION)	2,513.000	.000

Transfer Data
Quota Requested: 151.000

If you intend to transfer PHENYLPROPANOLAMINE (FOR CONVERSION), fill out the fields below and click Submit. You may create as many individual Transfer forms as necessary.

* DEA Number

* Explanation

Please provide details of transfers, ie. what will be transferred, the purpose of the transfer, etc.

The * symbol denotes a required field. Number fields must be a valid number between 0 and 999,999,999,999 inclusive.

Summary

Remove	DEA Number	Explanation
<input type="radio"/>	RL0401187	Required the further analysis of product in outside independent study.

To remove an entry, click the Remove radio button.
Click Next to return to the Report Selection Menu.

Figure 17: Transfer

Click the button to return to the **Report Selection Menu** (see Figure 8).

3.7 Worksheet A

The **Worksheet A** sub-report form is only available for List I chemical importers. Filing the **Worksheet A** sub-report form is mandatory unless the form is submitted via email with the reference number of this request displayed in the subject line.

Enter the following information (Figure 18, next page):

- **DEA Number (if applicable):** the registration number assigned by the DEA.
- **Name of Company:** the name of the company or manufacturer that the user account represents.
- **Address:** the mailing address of the company or manufacturer listed above.
- **Phone:** the telephone number where the corporate user or administrator may be reached.
- **Fax:** the fax number where the corporate user or administrator may be reached.
- **Email:** the email address where the corporate user or administrator may be reached.
- **Contact Person:** the name of the designated representative of the company or manufacturer.
- **Quantity to be Sold (as grams of anhydrous base):** the estimated quantity of chemicals expected to be sold during the requested year.
- **Provide documentation for Quantity to be sold (purchase order, supply agreements, etc.):** list details supporting the Quantity to be Sold estimate.
- **Intended Use:** select one of the three options provided. If “Other” is selected, provide an explanation for the intended use of the chemical.

When all fields have been completed, click the button. Quotas will save the sub-report form and display a summary of the completed worksheet.

A worksheet may be removed from the **Summary** page by selecting the “Remove” radio button.

Click to return to return to the Report Selection Menu (see Figure 8, page 8).



OFFICE OF DIVERSION CONTROL

Application for Quota Allotment

Worksheet-A

Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Import	2011	1225	PHENYLPROPANOLAMINE (FOR CONVERSION)	12.000	.000

**Worksheet-A Data
(DEA Form 488 -- Worksheet-A)**

* DEA Number : * Name of Company :

* Address :

* Phone : * Fax : * Email :

* Contact Person :

* Quantity to be sold (as grams of anhydrous base) :

* Provide documentation for Quantity to be sold (purchase orders, supply agreements, etc) :

* Intended Use : Sale / Product Launch Product Development / Research Other (explain)

The * symbol denotes a required field. Number fields must be a valid number between 0 and 999,999,999.999 inclusive.

Fill in the fields above and click Submit.

Summary

Remove

DEA Num : #####

Company Name : dFGHFYT

Address : HFGGGYYJK.GYFJYYU CTGBD BGFSHDFJKSD

Phone : 256-515-4422

Fax : 121-142-4448

Email : NCBHXJH@GMAIL.COM

Contact : SHJAGYSG

Quantity to be sold : 5.226.000

Supporting docs : GJKEYU

Intended Use : Other

Intended Use Explain : FJDSIOUFRW

To remove an entry, click the Remove radio button.
To return to the Worksheet-A Selection Menu, click Return.

Figure 18: Worksheet A