

## 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:

This is the login screen for the electronic quota application system, available online at [https://www.deadiversion.usdoj.gov/quotas/quota\\_apps.htm](https://www.deadiversion.usdoj.gov/quotas/quota_apps.htm). The following slides show the different screens users will see as they complete the quota application process.

## 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 (2013)
- Next Year (2014)

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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.

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Exit

Status

Next

Certain quota types will be grayed out, depending on the user's authorization.

### Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2014	9120	DIHYDROCODEINE		.000

## Quota Request Amendment

### Notice

You have previously filed a quota allotment request for the substance noted below. The request was filed on Oct 26, 2012 in the amount of 100.000 grams. The Reference Number is 113654.

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.

### Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2013	9150	HYDROMORPHONE	100.000	.000

If the user previously filed a quota allotment request for the substance selected, the new request will be processed as an amendment. The current selection information will be displayed on subsequent screens when entering information related to the substance or chemical selected.

### 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	2011 (actual)	2012 (actual)	2013 (estimate)	2014 (estimate)
<b>Inventory (as of Dec 31)</b>				
Bulk controlled substance (API)	0.000	0.000	10.000	0.000
In-process material (in all forms)	0.000	500.000	0.000	0.000
Finished dosage forms (bulk and/or packaged)	0.000	0.000	0.000	0.000
<b>Total</b>	0.000	500.000	10.000	0.000
<b>Dispositions</b>				
Domestic	0.000	0.000	0.000	0.000
Exports	0.000	0.000	0.000	0.000
<b>Total</b>	0.000	0.000	0.000	0.000
<b>Acquisitions</b>				
Domestic	0.000	0.000	0.000	0.000
Imports	0.000	0.000	0.000	0.000
<b>Total</b>	0.000	0.000	0.000	0.000

[Click Next to advance to the next page.](#)

Reset

Return

Next

Most of the images in this document display "DEA Form 250," but the same information is requested for each of the three quota forms. The system will replace the form text with the appropriate form number, depending on the type of quota application selected at the beginning. Unless otherwise noted, the same screens are displayed for all three quota types.

**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 ---
2010	2011	2012	2014
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 current request.  
Use the TAB and SHIFT-TAB keys to tab forward and backward among the fields.

Commercial Manufacturing :  ?

Product Development :  ?

Packaging/Labeling :  ?

Replacement :  ?

Transfer :  ?

Total :

Click Next to advance to the next page.

**Product Type**

Select the type of product for this substance.

Bulk API or finished dosage forms in bulk.  Finished product for distribution only.

This is where the user can select the different subcategories being formally implemented in the rulemaking associated with this information collection request, RIN 1117-AB49. List I chemical importers will see the Product Type section at this point rather than the Quota Allotment Request by Category section.

**Attention**

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The new annual quota you are requesting (Pending Quota) is less than your currently approved quota. Are you requesting to decrease your current quota? If so, click Next. Otherwise click Cancel and enter the total amount you are requesting for this year's quota for all projects under this registration.

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If the user enters a quota amount less than the user's currently approved quota, the system will prompt the user to confirm whether a decrease in quota is being requested.

### 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 <a href="#">Converted Substances</a> (DEA Form 250 -- Box 13)
Optional	1.000	Commercial Manufacturing <a href="#">Dosage Forms</a> (DEA Form 250 -- Box 14)
Required	2.000	<a href="#">Product Development</a> (DEA Form 250 -- Box 14)
Required	3.000	<a href="#">Packaging/Labeling</a> (DEA Form 250 -- Box 14)
Required	4.000	<a href="#">Replacement</a>
Required	5.000	<a href="#">Transfer</a>

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

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Certain subcategories are only applicable to, or may be optional for, different types of quota applications. The options shown above will vary depending on the user's selection earlier in the application process.

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

To convert DIHYDROMORPHINE to another substance, select the substance from the list. If the target substance is not on 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) ---
- 9050 CODEINE (FOR CONVERSION)
- 9050 CODEINE (FOR SALE)
- 9053 CODEINE-N-OXIDE
- 9120 DIHYDROCODEINE
- 9193 HYDROCODONE (FOR CONVERSION)
- 9193 HYDROCODONE (FOR SALE)
- 9150 HYDROMORPHINE
- 1724 METHYLPHENIDATE
- 9300 MORPHINE (FOR CONVERSION)

Drug Name	Drug Code	2011 (actual)	2012 (actual)	2014 (estimated)	% Yield (estimated)

Fill in the fields above and click Submit.

**Summary**

Remove	Drug Name	Drug Code	2011 (actual)	2012 (actual)	2014 (estimated)	% Yield (estimated)
Currently there are no Converted Substances.						

Converted substances section.



**Dosage Form Data**  
**(DEA Form 250 -- Box 14)**  
**Quota Requested: 1.000**

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

\* Name                      \* Authority to Market                       \* Used 2011    \* Used 2012    \* Est. 2014

                                                                                      

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

  

**Summary**

Remove	Name	Authority to Market	Used 2011	Used 2012	Est. 2014
Currently there are no dosage forms.					

Dosage form section.

**Dosage Form Data**  
**(DEA Form 250 -- Box 14)**  
**Quota Requested: 2.000**

If you intend to manufacture DIHYDROMORPHINE 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
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

The \* symbol denotes a required field.

Units/Batch and # Batches must be a whole number (integer) between 0 and 9,999,999.  
Qty must be a decimal number between 0 and 999,999,999.999.

**Summary**

Remove	Name	Strength	Units/Batch	# Batches	Purpose	Qty	Completion Time
Currently there are no Product Development forms.							

Product development section.

**Package/Label Form Data  
(DEA Form 250 -- Box 14)  
Quota Requested: 3.000**

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

<b>* Name</b>	<b>* Strength ?</b>	<b>* Units / Pkg</b>	<b># Pkgs</b>	<b>* Purpose ?</b>	<b>* Qty ?</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The \* symbol denotes a required field.

Units / Pkg must be a whole number (integer) between 0 and 9,999,999.

Qty must be a decimal number between 0 and 999,999,999.999.

**Summary**

<b>Remove</b>	<b>Name</b>	<b>Strength</b>	<b>Units / Pkg</b>	<b># Pkgs</b>	<b>Purpose</b>	<b>Qty</b>
<p>Currently there are no Package forms.</p>						

Packaging/labeling section.

**Replacement Data**  
**Quota Requested: 4.000**

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 (maximum 270 characters :: 270 characters remaining)

The \* symbol denotes a required field. The Explanation field must be greater than 0 and less than 270 characters.

Reset

Submit

**Summary**

Remove	Date of Destruction	Explanation
Currently there are no Replacement forms.		

Next

Replacement section.

**Transfer Data**  
**Quota Requested: 5.000**

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

\* DEA Number

\* Explanation (maximum 270 characters :: 270 characters remaining)

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 greater than 0 and less than 1,000,000,000.000.

Reset

Submit

**Summary**

**Remove DEA Number**

**Explanation**

Currently there are no Transfer forms.

Next

Transfer section.

## Worksheet-A

### Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Import	2013	1225	PHENYLPROPANOLAMINE (FOR SALE)	100.000	.000

### Instructions (DEA Form 488 -- Worksheet-A)

The Worksheet-A form is for you to document the subsequent disposition (sale) or utilization of PHENYLPROPANOLAMINE (FOR SALE). You may submit individual Worksheet-A forms using this web site. To do so, click the Next button below.

Alternatively, you may submit a Worksheet-A in Excel format via email. To email a Worksheet-A, first complete this request for an import quota, at the conclusion of which you will be given a reference number. Then prepare a Worksheet-A in Excel format and email it to [ODE\\_Quota@usdoj.gov](mailto:ODE_Quota@usdoj.gov). Include the reference number in the subject line of the email. Click the radio button below to indicate that Worksheet-A submission by email.

Worksheet-A Email Submission

Reset

Return

Next

Worksheet-A is unique to DEA Form 488, Application for Import Quota for Ephedrine, Pseudoephedrine, and Phenylpropanolamine.

## Worksheet-A

### Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Import	2013	1225	PHENYLPROPANOLAMINE (FOR SALE)	100.000	.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) :  
(maximum 100 characters :: 100 characters remaining)

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

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

Fill in the fields above and click Submit.

Reset

Submit

### Summary

Currently there are no Worksheet-A entries.

Next

Worksheet-A is unique to DEA Form 488, Application for Import Quota for Ephedrine, Pseudoephedrine, and Phenylpropanolamine.

## Final Summary

### Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2017	9120	DIHYDROCODEINE	11.000	.000

### Year-End Report Data

	2014 (actual)	2015 (actual)	2016 (estimate)	2017 (estimate)
Inventory	0.000	0.000	0.000	4.010
Dispositions	0.000	0.000	0.000	4.000
Acquisitions	0.000	0.000	0.000	4.000

### Quota Allotment Request by Category

Comm Man	Prod Dev	Packaging/Labeling	Replacements	Transfers	Total
1.000	.000	3.000	3.000	4.000	11.000

### Remarks

(maximum 1,024 characters :: 1024 characters remaining)

### Supporting Documents

You can optionally include a supporting document with your request. If so, click the Browse button and select a file from your local file system. The file must be a valid PDF file, must have a .pdf extension and must be free of any security restrictions.

Click Submit to transmit your data to the DEA.

Click Return to go back to the Year-End Estimates page to modify any part of your request.

Summary screen, prior to submission.



## Summary Confirmation

### Current Selection

Quota Type	Quota Year	Drug Code	Drug Name	Pending Quota	Approved Quota
Procurement	2014	9145	DIHYDROMORPHINE	125.000	.000

### Confirmation

The Quota Allotment request for the substance above has been submitted successfully.

**Reference Number: 113981**

Questions regarding this transaction may be emailed to DEA at [ODE\\_quota@usdoj.gov](mailto:ODE_quota@usdoj.gov). Please include your DEA registration number, the above reference number and your company name in the subject line of all correspondence regarding this request.

This request may be amended by selecting the same substance from the Main Selection Menu. All data entry fields will be loaded with the values from the latest completed request.

### Printing Options

You are required by 21 C.F.R. § 1304.04(a) to retain a copy of this Application for Quota Allotment for two years after the date of the initial request. Click the Print button below to print the request or archive it as a PDF report.

Print

Return

Exit

Submission confirmation.

## 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	2013	Oct 26, 2012	9050	CODEINE (FOR CONVERSION)	100.000	Pending	<a href="#">113666</a>
PRO	2013	Oct 26, 2012	9050	CODEINE (FOR CONVERSION)	100.000	Pending	<a href="#">113667</a>
PRO	2013	Mar 28, 2013	9050	CODEINE (FOR CONVERSION)	100.000	Pending	<a href="#">113761</a>
PRO	2013	Mar 28, 2013	9050	CODEINE (FOR CONVERSION)	100.000	Pending	<a href="#">113782</a>
MAN	2013	Jul 25, 2013	9333	THEBAINE	15,000,000.000	Pending	<a href="#">113820</a>
MAN	2013	Jul 25, 2013	9333	THEBAINE	15,000,000.000	Pending	<a href="#">113821</a>
MAN	2013	Jul 25, 2013	9333	THEBAINE	15,000,000.000	Pending	<a href="#">113801</a>
MAN	2013	Jul 25, 2013	9333	THEBAINE	15,000,000.000	Pending	<a href="#">113822</a>

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[Print](#)

Quota request status screen.