

# Drug Enforcement Administration Online Import/Export Application (IMEX Online)

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## Introduction

The purpose of this document is to provide the Office of Management and Budget (OMB) an overview of the suite of applications making up the DEA Online Import/Export Application (IMEX Online).

Screenshots demonstrating application flow and data collected in the following sections.

## General Overview

IMEX Online applications follow the same general workflow:

- **Application Launch**—Select which IMEX Online application to complete. The choice is restricted according to the user's permissions.
- **Instructions**—the user is notified of any special requirements affecting the submission of data (for example, some forms must be submitted at least 15 days in advance of import/export).
- **Foreign Entity definition**—Define what organization will be sending or receiving the substances. IMEX Online will store previously entered foreign entities for use in future transactions and display them in a selectable list, eliminating the need to re-enter the information.
- **Import/Export Material**—Define what material(s) are being imported or exported. Much of the data in this section is generated automatically by the system—for example, a user may only select to import or export material for which they are authorized. That selection populates other fields in the form, such as the substance's concentration, its available salts, and other data. Some applications also require data regarding the distribution of the chemical after import/export.
- **Broker/Forwarding Agent Data**—Not applicable to some IMEX Online applications. Identify any third-parties that will assist in the import/export of the material. New brokers or forwarding agents may be entered; previously entered brokers and forwarding agents will be retained by the system for future use.
- **Purpose**—Some IMEX Online applications require users to declare that the material is being imported/exported for medical, scientific, or other legitimate usage.
- **Shipping Information**—Enter information about where, when, and by what means the material will be transported.
- **Information verification**—Users are given the opportunity to review the information they've entered and change it if necessary.
- **Confirmation and Tracking ID**—Users are given a tracking ID number for reference when communicating with DEA about the shipment.

## Add Substances Overview and Diagram

The following figure shows the user-required inputs and the system generated fields for one of the most critical pages in the application: Add Substances. While not all add substances pages in IMEX Online will appear precisely as the example shown below, they share the major characteristics.

**Add Controlled Substances**  
 Up to three line items of the same controlled substance can be entered.  
 \* indicates required fields

Clear Back Next Cancel

Selected from dropdown. Only authorized materials are shown. Controlled Substance Information

Entered by user

Expected Quantity\*

Container Type/Unit of Measure\*

Selected from dropdown

Controlled Substance\* DIMETHYLTRYPTAMINE

Product Name\* DemoDimeth2 Entered by user

Salt Type\* BASE Selected from dropdown

Formulation  Raw Material  Preparation

NDC Number\* 11111 - 1111 - 11 Entered by user

INCB PSYCHOTROPIC System generated based on substance selected

Conversion Factor 100 System generated based on Salt Type and Formulation

+ Add Controlled Substance

Controlled Substances To Import Materials are added to the table below

	Controlled Substance	Drug Code	Product Name	Net Wt(Gram)	Base Wt(Gram)	Product Package Details
	DIMETHYLTRYPTAMINE	7435.000	DemoDime	1000	1000	1 KG

This is provided to show the applications' ability to minimize user burden through on-the-fly calculation and through data references/data dependencies.