Report of Mail Order Transactions
OMB Control Number: 1117-0033
OMB Expiration Date: 11/30/2025

SUPPORTING STATEMENT FOR
Report of Mail Order Transactions

The Drug Enforcement Administration (DEA) seeks approval by the Office of Management and Budget (OMB) for an existing collection of information that was previously approved by OMB – OMB Approval #1117-0033, Report of Mail Order Transactions.

A. JUSTIFICATION

1. The Drug Enforcement Administration (DEA) collects information regarding mail order transactions conducted between a person regulated by the agency and a nonregulated person (that is, someone who does not further distribute the product) involving the chemicals ephedrine, pseudoephedrine, and phenylpropanolamine. Transactions must use, or attempt to use, the United States Postal Service or any private or commercial carrier. This collection of information is mandated by 21 U.S.C. 830(b)(3), and permits the agency to monitor the distribution of ephedrine, pseudoephedrine and phenylpropanolamine, chemicals which are subject to diversion for the illicit manufacture of methamphetamine.

2. DEA uses this information collection to monitor the distribution of the chemicals ephedrine, pseudoephedrine, and phenylpropanolamine in their varying forms. These chemicals are subject to diversion for the illicit production of methamphetamine.

3. DEA permits electronic submissions of information for this collection. Respondents create accounts on the DEA's Office of Diversion Control Web site (http://www.deadiversion.usdoj.gov). The accounts are used to submit reports and update contact information. Approximately 90% of reports are submitted electronically.

4. DEA has made efforts to identify and prevent duplication of the collection of information. The collection of this information is unique to DEA.

5. This information collection will not have a significant economic impact on small businesses or other small entities within the meaning and intent of the Regulatory Flexibility Act, 5 U.S.C. 601-612.

6. This monthly collection of information is authorized and required by the Controlled Substances Act (21 U.S.C. 830(b)(3)). DEA has no discretion in this matter. This monthly reporting requirement permits DEA to carry out its policies and programs as they relate to the diversion of listed chemicals for the illicit manufacture of methamphetamine. Businesses and other for-profit entities conducting mail order transactions maintain the requested data as part of usual and customary business practice.

7. There are no special circumstances applicable to this information collection.

8. The 60-Day Notice was published in the Federal Register on September 5, 2025 (90 FR 42986). The comment period ended on November 4, 2025. No comments were received.

DEA meets regularly with the affected industry to discuss policies, programs, and regulations. These meetings provide an open forum to discuss matters of mutual concern with representatives of those entities from whom the information is obtained.

9. This information collection does not propose to provide any payment or gift to respondents.

10. Information requested in this collection may be considered confidential business information if marked as such in accordance with 28 CFR 16.8(c) and Exemption 4 of the Freedom of Information Act (FOIA). Submitters who are required to furnish commercial or financial information to the government are protected from the competitive disadvantages that could result from disclosure of such information. The information is protected by DEA through secure storage, limited access, and federal regulatory and DEA procedures. In the event a FOIA request is made to obtain information that has been designated as confidential business information per 28 CFR 16.8(c) and Exemption 4 of FOIA, the DEA will give written notice to the submitter to allow an opportunity to object within a reasonable time prior to any disclosure by DEA.

11. This information collection does not ask any questions of a sensitive nature.

12. There are 18 respondents affected by this information collection request. The report is made monthly. However, subject transactions may not occur each month.

Estimated Annualized Respondent Cost and Hour Burden

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response (Hours)	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
Mail Order Reports	18	12	216	1	216	$110.02	$ 23,764
Unduplicated Totals	***18***	***12***	***216***	***1***	***216***	***$110.02***	***$ 23,764***

Hourly Rate*

Estimated hourly wage ($/hour):[1] $ 77.37

1 Hourly median wage, Bureau of Labor Statistics, Occupational and Employment wages, May 2024 11-2022 Sales Manager for North American Industry Classification System code 446110 https://www.bls.gov/oes/current/oes_nat.htm.

Load for benefits (percent of labor rate):[2]	42.2%
Loaded labor rate ($/hour):	$110.02

13. The estimated annual cost burden is zero. Respondents are not estimated to incur any a) additional start-up cost or capital expenditure, or b) additional operation and maintenance costs or purchase services because of this information collection.

14. Estimated Annual Labor Cost to Government:

Labor Category	Number	Annual rate	Load	% of time	Cost
Program Analysts -- GS 13/5	1	$ 136,658[3]	1.623[4]	25%	$ 55,449
Totals					***$ 55,449***

Figures are rounded.

Total costs to Government: $55,449

All costs are recovered from registrants through registration fees, as required by the CSA. 21 U.S.C. 886a.

15. Changes to the annual responses and annual burden hours reflect a change in the number of annual respondents. Changes to the annual cost reflect change in methods. Previously, the approved 2022 figure represented the “Monetized Value of Respondent Time” calculated in section 12. The new requested annual cost represents the figure from section 13. There have been no statutory or regulatory changes affecting this information collection. The table below summarizes the changes since the last renewal of this information collection.

2 Bureau of Labor Statistics, “Employer Costs for Employee Compensation – March 2025” (ECEC) reports that average benefits for private industry is 29.7% of total compensation. The 29.7% of total compensation equates to 42.2% (29.7% / 70.3%) load on wages and salaries.

[3] Costs are based on the Office of Personnel Management’s 2025 general schedule locality pay tables for the Washington-Baltimore-Arlington area (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DCB.pdf) for the grade listed, step 5.

[4] Government salary figures include 62.3% (38.4% / 61.6%) load for benefits based on the ECEC data for State and local government. The ECEC data does not include figures for the Federal government.

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	2022 Approved Burden	2025 Requested Burden	Difference
Annual responses	264	216	(48)
Annual burden hours	264	216	(48)
Annual cost ($)	23,705	0	(23,705)

16. DEA will not publish the results of the information collected.

17. DEA does not use a form for this information collection. Therefore, this question is not applicable.

18. DEA is not seeking an exception to the certification statement "Certification for Paperwork Reduction Act Submissions" for this collection of information.

Part B. Statistical Methods:

DEA does not employ statistical methods in this information collection.