



**Florida Department of Health
Drugs, Devices, and Cosmetics
Program
User Guide for the
Controlled Substances Reporting System**

TABLE OF CONTENTS

| | |
|---|-----------|
| USER GUIDE FOR THE CONTROLLED SUBSTANCES REPORTING SYSTEM | 3 |
| Information to Establish a CSR Account | 3 |
| Assistance and Support | 3 |
| Registration Screens | 4 |
| CSR Login Screen | 4 |
| Create a CSR Account | 5 |
| CSR Registration Step 1: Create New User/Account | 6 |
| CSR Registration: Confirmation email | 7 |
| CSR Registration: Log in to CSR System | 8 |
| CSR Registration Step 2: Registered Reporter's Demographic Data Screen Showing Demographic/Account Information | 9 10 |
| CSR Registration Step 3: Add Distributors to Account | 11 |
| Search for Florida Permit Holder/Distributor | 12 |
| Search Results | 13 |
| Verify DEA Number against master file from DEA (updated weekly) | 14 |
| CSR Registration Complete: Distributor Added to List | 15 |
| Home Screen for Return Users Logging Back into CSR System | 16 |
| Manage Distributor List | 17 |
| My Account | 18 |
| FILE SUBMISSION | 19 |
| File Layout | 19 |
| Control Record | 20 |
| Transaction Record | 21 |
| Validation Checks | 22 |
| Validation Checks on Control Record | 22 |
| Validation Checks on Transaction Record | 22 |
| Submit Monthly Report | 23 |
| Upload File | 24 |
| View File Upload History | 25 |
| View Error Report | 26 |

User Guide for the Controlled Substances Reporting System

In accordance with s. 499.0121(14), Florida Statutes, the Florida Department of Health (DOH) will require all distributors authorized to distribute controlled substances to submit information from the sale or distribution of controlled substances. Such information shall be filed electronically with the Florida Department of Health by the 20th day of the month following the month of the sale of the controlled substance. Therefore, sales information for the month of July 2011 must be reported no later than August 20, 2011. Distributors may begin transmitting controlled substance sale information on August 1, 2011 for sales occurring in July.

The Florida Department of Health uses a secure web site, the Controlled Substances Reporting System (CSR) located at <https://ww2.doh.state.fl.us/csr/login.aspx>, through which manufacturers and distributors must transmit the required controlled substance sales information.

Please note that the Drugs, Devices, and Cosmetics Program, including the CSR system and reporting functions, will transfer to the Florida Department of Business and Professional Regulation (DBPR) on October 1, 2011. At that time, a link will be provided to the new CSR website and anyone returning to the DOH CSR website will be redirected to DBPR.

Information to Establish a CSR Account

Anyone reporting the monthly distribution of controlled substances will need to create a CSR account. To establish a new account, manufacturers, distributors, or report registrants (individuals that report on behalf of another entity) must complete the online registration process. The individual that creates a CSR account is the report registrant. A report registrant falls into one of the below reporting categories:

Self Reporting: A self reporting manufacturer or distributor may only transmit controlled substance sales information conducted under their DOH permit.

Central Reporting: A central reporter may submit reports for one or more of its Florida licensed locations by adding each location (and permit) to their account. Online CSR accounts do not have to be obtained from a licensed manufacturer or distributor where a central reporting location is transmitting their information to the DOH - only the central reporter is required to obtain an online CSR account. Third party reporting agents also fall into this category. A central reporting registrant does not require a DOH permit; however each entity for which they are reporting does require a Florida permit and valid DEA #.

Information that the reporting registrant will need to register includes Company Name, Contact Person Name, Address, Email Address, and DEA Number (optional).

Information that the reporting registrant will need for each manufacturer or distributor that is added to the account includes Name, Florida DOH Permit Number, and DEA Number.

Assistance and Support

Assistance and information is available from the Drugs Devices and Cosmetics Program between the hours of 8:00 a.m. and 5:00 p.m. EST, Monday through Friday. The phone number is 1-850-245-4444, Ext. 3601 or inquiries can be emailed to mqa_DDC@doh.state.fl.us.

The DEA ARCOS Web page located at <http://www.deadiversion.usdoj.gov/arcos/index.html> contains the Arcos Registrant Handbook which provides detailed information regarding the formatting requirements.

Software for electronic transmission of controlled substance sales information will NOT be provided by the Florida Department of Health.

Registration Screens

CSR Login Screen

The Florida Department of Health has a secure web site, the Controlled Substances Reporting System (CSR), located at <https://ww2.doh.state.fl.us/csr/login.aspx>.

Click on the above link to navigate to this website, or copy and paste the website into the address line of your web browser.



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Controlled Substances Reporting

Effective July 1, 2011, in accordance with s. 499.012(14), Florida Statutes, the Florida Department of Health will require all distributors authorized to distribute controlled substances to submit information from the sale or distribution of controlled substances. Such information shall be filed electronically with the Florida Department of Health by the 20th day of the month following the month of the sale of the controlled substance. Therefore, sales information for the month of July 2011 must be reported no later than August 20, 2011. Distributors may begin transmitting controlled substance sale information on August 1, 2011 for sales transactions occurring in July.

An online Controlled Substances Reporting System (CSR) account is required to electronically submit the controlled substance information. In order to ensure timely compliance with the new reporting requirement, the online registration process should be completed as soon as possible in order to establish an account.

Message to registered reporters and distributors:

Please note this program will transfer to the Florida Department of Business and Professional Regulation (DBPR) on October 1, 2011. A link will be provided at that time to redirect registered reporters to the DBPR CSR System.

[User Guide](#)

Login

If you already have a CSR Account, please log in below. If you are new to the system and do not have an account, click on the **New User** link below to register with the CSR system.

If you require login assistance, please contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4444, Ext. 3601

Enter Email Address:

Enter Password:

[New User](#) [Password Assistance](#)

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[Accessibility Information](#) * [Email Advisory](#)

Create a CSR Account

Click on the [New User](#) link on the bottom right side of the Login screen as shown below.



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Controlled Substances Reporting

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Please note this program will transfer to the Florida Department of Business and Professional Regulation (DBPR) on October 1, 2011. A link will be provided at that time to redirect registered reporters to the DBPR CSR System.

[User Guide](#)

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If you require login assistance, please contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4444, Ext. 3601

Enter Email Address:

Enter Password:

[New User](#) [Password Assistance](#)

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CSR Registration Step 1: Create New User/Account

Create an account using your email address. This will be the email address that will receive confirmation of monthly file submissions and error reports. Create a password and confirm the password by entering it a second time. If you need assistance creating a secure password, click on the [Help](#) link next to the Password field. Click Submit to continue with the registration process.



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Controlled Substances Reporting

Welcome to the first step in the registration process for the Controlled Substances Reporting (CSR) system. Here you will be able to register as a controlled substance reporter so you will be able to submit distribution reports for yourself or on behalf of others if you are acting as a central reporter. You must first register to establish a user account in CSR before you can submit files containing monthly distribution reports.

Please enter your email address. This will be used as your Log In to the CSR system. A confirmation email will be sent to this email address to verify it is a valid address and will contain a link that you will need to follow to finish the registration process.

Registration Step 1 of 3 Create Account

| | |
|--------------------|---|
| Email:* | <input type="text" value="registrant@gmail.com"/> |
| Confirm Email:* | <input type="text" value="registrant@gmail.com"/> |
| Password:* | <input type="password" value="*****"/> Help |
| Confirm Password:* | <input type="password" value="*****"/> |
| | <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |

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A message displays notifying you that an email has been sent to the email address provided with a link that you will be required to click on in order to complete the registration process. The link in the email will expire within 72 hours. Please click on the Close Window button, as shown below, and check your email account for an automated email from the CSR System.



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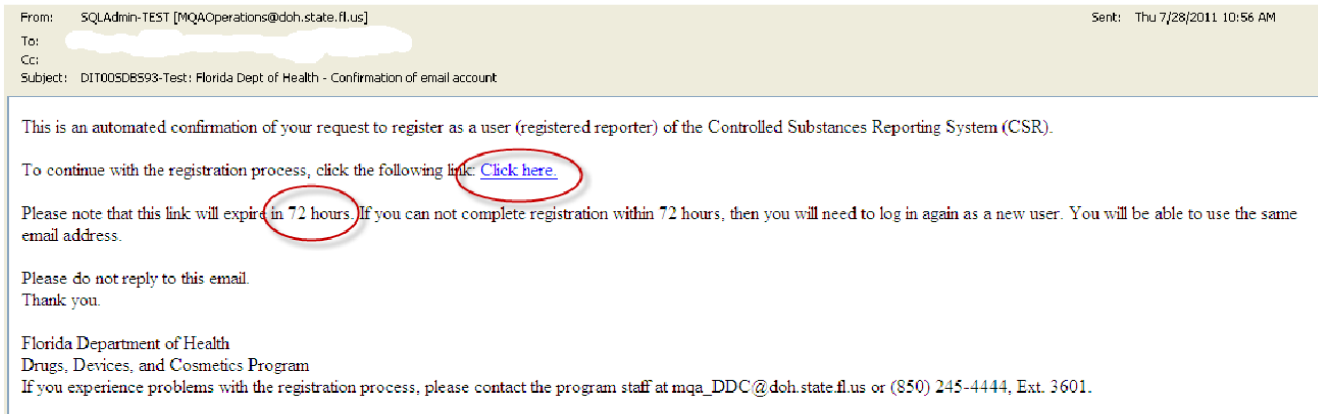
Controlled Substances Reporting

An email has been sent to the email address you provided. In order to complete the registration process, you will need to confirm the registration by following the link in the email. This link has an encrypted key that will expire within 72 hours. If the link expires, you will need to register as a new user again. Please check your email account now and follow the link to continue with registration.

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CSR Registration: Confirmation email

For security purposes, you will be required to click on the link in the email where it says [Click Here](#). Please do this within 72 hours, at which point the encryption key will expire.



The below window will open when you click on the link from your email. This screen will redirect you to the CSR Login page. Click on the Go to login screen button as shown below.



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Controlled Substances Reporting

Thank you for confirming your email address and your request to establish an account. Please log in to the system now in order finish the registration process.

[Go to login screen](#)

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CSR Registration: Log in to CSR System

Enter your email address and password that you provided during Step 1 of the registration process. Click the Login button as indicated below.

Note that the Login screen also has a link for [Password Assistance](#) for existing CSR account holders that have forgotten their password. Click on this link if you already have a CSR account and have forgotten your password to request a temporary password be emailed to you.



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Controlled Substances Reporting

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Please note this program will transfer to the Florida Department of Business and Professional Regulation (DBPR) on October 1, 2011. A link will be provided at that time to redirect registered reporters to the DBPR CSR System.

User Guide

Login

If you already have a CSR Account, please log in below. If you are new to the system and do not have an account, click on the [New User](#) link below to register with the CSR system.

If you require login assistance, please contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4444, Ext. 3601

Enter Email Address:

Enter Password:

[New User](#) [Password Assistance](#)

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CSR Registration Step 2: Registered Reporter's Demographic Data

Enter the Company Name, Address, Contact Person, and Phone Number for the account user (registered reporter). These fields are all required. Additionally, please provide the DEA number of the registered reporter, if applicable.



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Account: [registrant@gmail.com](#) • [Home](#) • [Log Out](#)

Controlled Substances Reporting

Registration Step 2 of 3

Enter Account Information

If you experience problems with entering/updating account, please contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4292.

[Change Login/Email Address](#) [Change Password](#)

Organization Name:

Street Number:

Address Line 1:

Address Line 2:

Address Line 3:

Zip:

City:

State:

Screen Showing Demographic/Account Information

Click on the Submit button when the information on this screen has been completed. This will complete step 2 of the registration process.

Controlled Substances Reporting

Registration Step 2 of 3

Enter Account Information

If you experience problems with entering/updating account, please contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4292.

[Change Login/Email Address](#) [Change Password](#)

| | | |
|----------------------|---|------------------------------|
| Organization Name: | <input type="text" value="Controlled Substance Company"/> | |
| Street Number: | <input type="text" value="100"/> | |
| Address Line 1:* | <input type="text" value="Distribution Parkway"/> | |
| Address Line 2: | <input type="text" value="Building 200 Suite 5"/> | |
| Address Line 3: | <input type="text"/> | |
| Zip:* | <input type="text" value="32399"/> | |
| City:* | <input type="text" value="TALLAHASSEE"/> | |
| State:* | <input type="text" value="FLORIDA"/> | |
| Country:* | <input type="text" value="UNITED STATES"/> | |
| Contact First Name:* | <input type="text" value="John"/> | |
| Contact Middle Name: | <input type="text" value="C"/> | |
| Contact Last Name:* | <input type="text" value="Doe"/> | |
| Phone:* | <input type="text" value="(850)245-4292"/> | Ext: <input type="text"/> |
| DEA #: | <input type="text"/> | DEA Number Format: LL9999999 |

CSR Registration Step 3: Add Distributors to Account

If you are a self reporter, then you will only need to add your Florida permit to this account. If you are a central reporter, or reporting on behalf of another entity, then add all Florida permits for which this account will be reporting. To search for a Florida permit, enter the search criteria and click 'Search'. Profession, License Number and Name are optional search fields.



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Name: Registered Reporter • Account: registrant@gmail.com • [Home](#) • [Log Out](#)

Controlled Substances Reporting

Registration Step 3 of 3

Add Distributors for Reporting

If you are a self reporter, then you will only need to add your permit to the distributor list on your account. If you are adding more than one distributor to your account, then you will need to search for each permit that needs to be added to your account.

You can search for a permit by first selecting a profession from the drop down list for the appropriate permit type. To narrow your search, enter the Florida license/permit number and/or the company name or partial name. Then click Search.

At any point, you can click on the Home link to return to the Home Screen.

Select Profession:

Enter License Number (Numbers Only): Prefix: 02

Name:

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Search for Florida Permit Holder/Distributor

Search parameters can be profession only, or profession and license number, or profession and name (partial name search is allowed). Enter your search parameters and click the Search button.



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Name: George Washington • Account: george_washington@gmail.com • [Home](#) • [Log Out](#)

Controlled Substances Reporting

Registration Step 3 of 3

Add Distributors for Reporting

If you are a self reporter, then you will only need to add your permit to the distributor list on your account. If you are adding more than one distributor to your account, then you will need to search for each permit that needs to be added to your account.

You can search for a permit by first selecting a profession from the drop down list for the appropriate permit type. To narrow your search, enter the Florida license/permit number and/or the company name or partial name. Then click Search.

At any point, you can click on the Home link to return to the Home Screen.

Select Profession:

Enter License Number: Prefix: 26

Name:

Search Results

Results from the search will display in a list as shown below. To select a permit, click on the [Select](#) link on the right side of the screen.

If multiple pages are returned from the search, then page numbers will be displayed in the bottom center of the screen. Click on the page numbers to navigate through the pages in the list. If you can not find the permit you are looking for, click on the New Search button to return to the search screen.

Distributor List

Click [Select](#) next to the distributor that you want to add to your list. If you do not see the distributor, then click the [Cancel](#) button to return to the Home Screen or the [New Search](#) button to change your search parameters and conduct another search.

If you can not find the Florida permit for which you are searching, you can contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4292.

Once you select a distributor, you will be prompted to enter their DEA Number.

| Profession | Name | City | State | License # | |
|-----------------------------------|--------------------------------------|------------------|-------|-----------|------------------------|
| Non-resident RX Drug Manufacturer | S S T CORPORATION | CLIFTON | NJ | 26-4 | Select |
| Non-resident RX Drug Manufacturer | SADDLE RIVER MARKETING CONCEPTS, INC | PARAMUS | NJ | 26-875 | Select |
| Non-resident RX Drug Manufacturer | SAFC, INC | MADISON | WI | 26-951 | Select |
| Non-resident RX Drug Manufacturer | SAGE PRODUCTS, INC. | CARY | IL | 26-721 | Select |
| Non-resident RX Drug Manufacturer | SAGENT PHARMACEUTICALS, INC | MEMPHIS | TN | 26-755 | Select |
| Non-resident RX Drug Manufacturer | SALIX PHARMACEUTICALS, INC. | MORRISVILLE | NC | 26-128 | Select |
| Non-resident RX Drug Manufacturer | SANDOZ, INC. | BROOMFIELD | CO | 26-64 | Select |
| Non-resident RX Drug Manufacturer | SANDOZ, INC. | MECHANICSBURG | PA | 26-525 | Select |
| Non-resident RX Drug Manufacturer | SANOFI PASTEUR, INC. | TAYLOR | PA | 26-160 | Select |
| Non-resident RX Drug Manufacturer | SANOFI PASTEUR, INC. | KANSAS CITY | MO | 26-162 | Select |
| Non-resident RX Drug Manufacturer | SANOFI PASTEUR, INC. | SPARKS | NV | 26-163 | Select |
| Non-resident RX Drug Manufacturer | SANOFI-AVENTIS U.S. LLC | SOUTH PLAINFIELD | NJ | 26-374 | Select |
| Non-resident RX Drug Manufacturer | SANOFI-AVENTIS U.S. LLC | FOREST PARK | GA | 26-380 | Select |
| Non-resident RX Drug Manufacturer | SANOFI-AVENTIS U.S. LLC | SPARKS | NV | 26-383 | Select |
| Non-resident RX Drug Manufacturer | SANOFI-AVENTIS U.S. LLC | KANSAS CITY | MO | 26-399 | Select |
| Non-resident RX Drug Manufacturer | SANOFI-AVENTIS US LLC | SAINT LOUIS | MO | 26-1061 | Select |
| Non-resident RX Drug Manufacturer | SANTARUS, INC. | SAN DIEGO | CA | 26-397 | Select |
| Non-resident RX Drug Manufacturer | SAVIENT PHARMACEUTICALS, INC | EAST BRUNSWICK | NJ | 26-830 | Select |
| Non-resident RX Drug Manufacturer | SCHERING CORPORATION | BRANCHBURG | NJ | 26-69 | Select |
| Non-resident RX Drug Manufacturer | SCHERING CORPORATION | RENO | NV | 26-70 | Select |

1 2 3

[New Search](#)

Verify DEA Number against master file from DEA (updated weekly)

After selecting a permit from the above search results, you will be prompted to enter the DEA number of the distributor or manufacturer. Enter the DEA Number and click the Verify button as indicated below. Two checks will be conducted on the DEA Number. First, the system will check if the DEA Number is in a valid format and is a valid DEA Number. Next, the system will search for the DEA record from the DEA file. If the DEA Number is found, then the Name, City, and State from the DEA file will be displayed. The DEA File is uploaded weekly into the CSR system with data from the Drug Enforcement Administration Registration database. If a match is found, review the data from the DEA record and click the Confirm/Add button to add this distributor to your account.

If the DEA Number does not return the distributor that you expect, check the DEA Number you entered. You can modify the DEA Number and click the Verify button again to conduct another search on the DEA records. If you need to return to the Search Results, click on either the Cancel or Back button.

Note that if you enter a DEA Number and it is not found in the DEA File, it can still be added to your account. Simply click on the Confirm/Add button to add this distributor to your list. You will only be prevented from adding a distributor if the DEA Number is not in a valid format.

Controlled Substances Reporting

Registration Step 3 of 3

Add Distributors for Reporting

Please verify the distributor information. Enter the DEA number of the distributor. This number is required in order to add the distributor to your account so that you can submit monthly reports.

You must first verify the DEA Number entered is a valid DEA Number. Click on the Verify button to view information provided by the DEA for the DEA # you entered.

| | | | |
|-------------------|------------------------------|--------|--------|
| Name: | TEST CSR COMPANY | | |
| Profession: | Prescription Drug Repackager | | |
| City: | MIAMI | | |
| State: | FL | | |
| License Number: | 28-17 | | |
| Enter DEA Number: | RC0:000000 | Verify | Cancel |

Review the information in the "Record from DEA" box to confirm that this is the correct DEA #. Click the "Confirm/Add" button to add this distributor to your list. Please note that you can still add this distributor to your account, even if the DEA # does not match the record from the DEA. If you need to select another permit and do not choose to add this distributor, click the "Back" button.

| | |
|---|-----------------|
| Record from Drug Enforcement Administration | |
| Name: | TEST DEA RECORD |
| City: | KNOXVILLE |
| State: | TN |

Confirm/Add Back

CSR Registration Complete: Distributor Added to List

Continue to add the distributors for which you will be reporting by clicking on the Add New button.



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Name: Registered Reporter • Account: registrant@gmail.com • [Home](#) • [Log Out](#)

Controlled Substances Reporting

Registration Step 3 of 3

Add Distributors for Reporting

Distributor information has been added.

The Distributor List contains all of the distributors, including yourself if you are a self-reporter, which you have added to your account. You will need to add all distributors for which you will be submitting monthly distribution reports.

If you are a self reporter, then you will only need to add your permit to the distributor list on your account. If you are a central reporter, then you can add multiple permits to your distributor list. You will need the DEA# and name and/or permit # of each distributor that will be added to your list, including yourself if you are a self-reporter.

Click on the Add New button to begin adding distributors to your list.

To remove a distributor from your list, click on the 'X' box in the Action column.

At any point, you can click on the [Home](#) link in the upper right corner of the screen to return to the Home Screen.

| Name | DEA # | Profession | License # | Action |
|------------------|-----------|--------------------------------|-----------|--------------------------|
| TEST CSR COMPANY | RC0000000 | Third Party Logistics Provider | 02-27 | <input type="checkbox"/> |

Add New

Home

Home Screen for Return Users Logging Back into CSR System

At any point during your session, you can click on the Home button to return to the CSR Home screen. The below screen is also the screen that displays upon login to the CSR system.

Account information, including the Contact Name and Email/Login, will always be visible on the top right corner of the screen as shown below. Links to navigate to the Home screen and to log out of the system are also found here.

From the Home screen, you can click on My Account to view the account information, make updates, or modify email address or password. You can also click on Manage Distributor List to view, add, or remove distributors on this account. The Upload Report function is used to submit monthly reports, review error reports, and view a history of files that have been uploaded.



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Name: Dani S Lee • Account: hobbylobby@gmail.com • Registered Reporter #: 22 • [Home](#) • [Log Out](#)

Controlled Substances Reporting

Welcome to the Controlled Substances Reporting System (CSR) home page. From this screen, you can manage your account information, including updates to address, email, and password. You can also manage your list of distributors, which will include controlled substance Florida permit holders for which you will be submitting monthly distribution reports.

Please refer to the [User Guide](#) for more detailed information.

If you need assistance, please contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4444, Ext. 3601.

[My Account](#)

[Manage Distributor List](#)

[Upload Report](#)

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Manage Distributor List

This screen shows the distributors on your account for which you will be reporting. Add new distributors by clicking the Add New button. To remove a distributor from the list, click the 'X' box in the Action column as indicated below. A message will prompt you to continue with the delete if you choose to remove a distributor.

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Name: Registered Reporter • Account: registrant@gmail.com • [Home](#) • [Log Out](#)

Controlled Substances Reporting

Distributor List

The Distributor List contains all of the distributors, including yourself if you are a self-reporter, which you have added to your account. You will need to add all distributors for which you will be submitting monthly distribution reports.

If you are a self reporter, then you will only need to add your permit to the distributor list on your account. If you are a central reporter, then you can add multiple permits to your distributor list. You will need the DEA # and name and/or permit # of each distributor that will be added to your list, including yourself if you are a self-reporter.

Click on the Add New button to begin adding distributors to your list.

To remove a distributor from your list, click on the 'X' box in the Action column.

At any point, you can click on the [Home](#) link in the upper right corner of the screen to return to the Home Screen.

| Name | DEA # | Profession | License # | Action |
|-------------------|-----------|--------------------------------|-----------|--------------------------|
| TEST CSR COMPANY1 | RC0000000 | Third Party Logistics Provider | 02-27 | <input type="checkbox"/> |
| TEST CSR COMPANY2 | DE0000000 | Prescription Drug Repackager | 28-17 | <input type="checkbox"/> |

[Add New](#)

[Home](#)

My Account

The Account Information screen can be accessed from the Home screen by clicking the My Account button. From this screen, the login/email address can be updated by clicking on the link in the top center of the screen. The password can also be changed by clicking on the [Change Password](#) link.

Controlled Substances Reporting

Enter Account Information

If you experience problems with entering/updating account, please contact the program staff at mailto:mqa_ddc@doh.state.fl.us or (850) 245-4292.

[Change Login/Email Address](#) [Change Password](#)

| | |
|----------------------|---|
| Organization Name: | <input type="text" value="Presidential Wholesalers"/> |
| Street Number: | <input type="text" value="1"/> |
| Address Line 1:* | <input type="text" value="East Capitol Street"/> <small>Postal Zipcode Required</small> |
| Address Line 2: | <input type="text" value="White House Suite"/> |
| Address Line 3: | <input type="text"/> |
| Zip:* | <input type="text" value="20002"/> |
| City:* | <input type="text" value="WASHINGTON"/> |
| State:* | <input type="text" value="DISTRICT OF COLUMBIA"/> ▼ |
| Country:* | <input type="text" value="UNITED STATES"/> ▼ |
| Contact First Name:* | <input type="text" value="George"/> |
| Contact Middle Name: | <input type="text"/> |
| Contact Last Name:* | <input type="text" value="Washington"/> |
| Phone:* | <input type="text" value="(855)555-8888"/> Ext. <input type="text" value="123"/> |
| DEA #: | <input type="text" value="AB1841267"/> |

File Submission

The file submission process will follow the same requirements outlined in the ARCOS Registrant Handbook at <http://www.deadiversion.usdoj.gov/arcos/index.html> . The file layout is outlined in the next section.

Registered reporters submitting for multiple locations can combine all reports into one file as long as a control record separates each report. Or, the reports for each location can be submitted as individual files.

File Layout

Files should be named using the naming convention outlined below:

For production files, use PRRRRRYMMNNN.txt where:

- P indicates to submit this file to production;
- RRRRR is the unique registered reporter number that is shown in the CSR System at the top of the screen when the registered reporter is logged in (i.e. Registered reporter 18 would use 00018 in the file name) ;
- YYMM is the 2 digit year and month of the reporting period (i.e. July 2011 would be 1107 in the file name);
- And NNN is a sequence number if multiple files are submitted under the same registered reporter number for the same reporting period (i.e. 001, 002, 003).

Example:

Company ABC reported for July 2011. The company's registered reporter number is 25. The company submitted 2 files. The files should be named accordingly:
P000251107001.txt and P000251107002.txt

For test files, use TRRRRRYYMMNNN.txt where:

- T indicates to submit this file to test (before submitting to production);
- RRRRR is the unique registered reporter number that is shown in the CSR System at the top of the screen when the registered reporter is logged in (i.e. Registered reporter 18 would use 00018 in the file name) ;
- YYMM is the 2 digit year and month of the reporting period (i.e. July 2011 would be 1107 in the file name);
- And NNN is a sequence number if multiple files are submitted under the same registered reporter number for the same reporting period (i.e. 001, 002, 003).

Example:

Company ABC is submitting a test file for July 2011. The company's registered reporter number is 25. The company is submitting 2 test files. The files should be named accordingly:
T000251107001.txt and T000251107002.txt

The file layout required by the Florida DOH Drugs, Devices, and Cosmetics Program is defined in the next sections. This is the same file layout that is used to submit ARCOS Reports to the U.S. Department of Justice Drug Enforcement Administration.

Control Record

The control record provides the system with identifying information about the report or reports being submitted. The control record must be the very first record in each file. Registered reporters submitting for multiple locations may combine all reports into one file as long as a control record separates each report within the file. Each file must have at least one control record and each file must begin with a control record.

| Field Name | Field Number | Field Length | Position Location | Required (Y/N) | Comments |
|---|--------------|--------------|-------------------|----------------|---|
| Reporting Registrant Number | 1 | 9 | 1-9 | Yes | |
| Asterisk | 2 | 1 | 10 | Yes | All submissions should = * The * indicates this is a control record. |
| Last Day of Reporting Period (mm/dd/yyyy) | 3 | 8 | 11-18 | Yes | All submissions should = last day of month |
| Reporting Frequency (M or Q) | 4 | 1 | 19 | Yes | All submissions should = M |
| Central Reporter's DEA Number | 5 | 9 | 20-28 | No | Central Reporter's DEA Number, if applicable. |

Example:

Company ABC is submitting a report on August 5, 2011 that covers transactions that occurred during July 2011. The control record would look like:
PA8888888*07312011M

Transaction Record

Controlled substance transactions will be reported using the ARCOS transaction record.

| Field Name | Field Number | Field Length | Position Location | Required (Y/N) | Comments |
|---------------------------------|--------------|--------------|-------------------|----------------|---|
| Reporting Registrant DEA Number | 1 | 9 | 1-9 | Yes | DEA Number of location where the controlled substance activities being reported have occurred. |
| Transaction Code | 2 | 1 | 10 | Yes | See ARCOS Handbook for a listing of valid transaction codes. Note that Inventory transaction codes (1, 3, 4, 5, and 8) do not need to be reported to Florida. |
| Action Indicator | 3 | 1 | 11 | No | See ARCOS Handbook; can be blank, A, I, or D |
| National Drug Code | 4 | 11 | 12-22 | Yes | NDC Number (Drug identifier) |
| Quantity | 5 | 8 | 23-30 | Yes | ARCOS Quantity field |
| Unit | 6 | 1 | 31 | Yes | ARCOS Quantity field |
| Recipient DEA # | 7 | 9 | 32-40 | Yes | DEA Number of recipient or CIVILDEF, OFFICER, RECALL, UNKNOWN, VESSELS, NATIVE, OR MILITARY |
| DEA Order Form Number | 8 | 9 | 41-49 | No | Only used when Schedules I and II controlled substances are transferred. This is the 9 digit number of the order form. |
| Transaction Date | 9 | 8 | 50-57 | Yes | Date the reportable activity occurred |
| Correction Number | 10 | 8 | 58-65 | No | Uniquely identifies a record that has been rejected by the data validation procedures. Will be used to submit a correction transaction. Correction number will be listed on error report and must be used when the correction is submitted. |
| Strength | 11 | 4 | 66-69 | No | ARCOS Strength |
| Transaction Identifier | 12 | 10 | 70-79 | Yes | Unique ID identifying ARCOS record within submitted file |
| Leave Blank | 13 | 1 | 80 | No | |

Example:

Company ABC is submitting a report that covers transactions that occurred during July 2011.

Sample transaction records would look like:

PP8888888R 0040911806900000018 EF567890100404184404012011 0000000001

PP8888888R 0040911806900000018 EF567890100404184404012011 0000000002

Validation Checks

Certain validation checks will be performed on the file name.

1. Verify the file name pattern matches the naming convention identified in the previous section;
2. Verify a file with the same name has not already been submitted;
3. Validate that the registered reporter ID in the file name matches the registered reporter ID of the user logged in;
4. Verify the month and year in the file name (YYMM) is a valid month and year;
5. Verify file extension is .txt.

Certain validation checks will be performed on the records in the file. Also refer to validation checks that are identified in the ARCOS Registrant Handbook at <http://www.deadiversion.usdoj.gov/arcos/index.html>.

Validation Checks on Control Record

Certain validation checks will be performed on the control record. If the control record has errors, the entire file will be rejected and will need to be resubmitted with the corrected control record. Validation checks include:

1. The first record is a control record;
2. The reporting period is 'M' for Monthly;
3. Reporting period is a valid date format MMDDYYYY and is not prior to July 2011 and is not later than the current date;
4. Registered Reporter Number is a valid DEA registration number;
5. Control record is not more than 28 characters.

Validation Checks on Transaction Record

Certain validation checks will be performed on each transaction record. If the transaction record has errors, a correction number will be assigned to each transaction record having an error. You will be notified after the file has been processed by email. You can then log in to the CSR System and view the Upload History to see the results of the submission, including number of records loaded, transactions that had errors, and assigned correction numbers. Validation checks that will result in errors include:

1. Reporting Registrant DEA number matches the Reporting Registrant number in the control record and is a valid DEA Registrant number;
2. Action indicator field is blank or "A", "D", or "I";
3. Action indicator field is blank if a correction number is present;
4. Transaction date format is MMDDYYYY and is not prior to July 2011 and is not later than the current date;
5. Transaction date is within the reporting registrant's report period unless action indicator is D, A, or I (Delete, Adjustment, or Late transaction);
6. Quantity field is numeric;
7. Unit field must be blank, D, K, 1, 2, 3, 4, 5, or 6;
8. Strength must be blank or numeric;
9. Transaction ID must be numeric;
10. Correction number, if applicable, must be numeric and must match the correction number assigned by the Department in the error report;
11. Transaction code is a valid ARCOS transaction code;
12. Associate registrant number is not the same as the reporting registrant number;
13. Associate registrant number is not a valid DEA number;
14. Transaction record must be 80 characters.

Submit Monthly Report

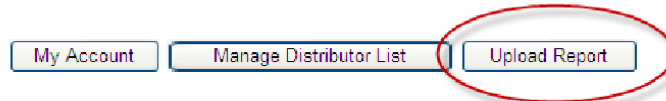
Log into the CSR System using the user id and password created during the registration process. To submit a monthly report, click on the 'Upload File' button as shown in the screen shot below.

Controlled Substances Reporting

Welcome to the Controlled Substances Reporting System (CSR) home page. From this screen, you can manage your account information, including updates to address, email, and password. You can also manage your list of distributors, which will include controlled substance Florida permit holders for which you will be submitting monthly distribution reports.

Please refer to the [User Guide](#) for more detailed information.

If you need assistance, please contact the program staff at mqa_DDC@doh.state.fl.us or (850) 245-4444, Ext. 3601.



[Privacy Statement](#) * [Disclaimer](#)
[Accessibility Information](#) * [Email Advisory](#)

Upload File

On the File Upload screen, click the 'Browse' button to select your monthly report file from the file browser. Verify the file name follows the naming conventions defined in the File Layout section of this document. You can also click on the [File Name Format](#) link to see the required naming conventions for test and production files.

NOTE: It is strongly recommended that your monthly report is first submitted as a test file. You can do this by selecting the "Test file" checkbox as indicated in the screen shot below by the check box circled in red. Test files will be processed for errors and will give you an opportunity to correct the file before submitting your monthly report as a production file. It is especially important if you have not previously submitted a file to the CSR system so that you can ensure the file format is correct and that all validation checks will pass. Test files are NOT uploaded into the CSR System. They are only processed for errors. Please allow up to 72 hours for processing. The results will be available by logging into the CSR System and checking the status by clicking on [View Upload History](#).

Controlled Substances Reporting

File Upload

[View Upload History](#)

To upload a file, click the 'Browse' button and select a file. If you are submitting a test file, be sure to check the checkbox below that indicates this is a test. Test files will not be loaded into the CSR system and do not constitute your monthly report. The test file should only be used to view errors that occur during processing so that you can correct them before submitting your actual monthly report. It is recommended that you first submit a test file and ensure all errors are corrected before submitting the actual monthly file.

When you are ready to submit your file, click the 'Upload' button. Please allow up to 72 hours to process a report, at which point you will receive an email indicating number of records loaded and number of errors. You will need to log back in to the CSR System to view the errors and assigned correction numbers using the View Upload History link. If you require assistance, please contact the Department at MQA_SSS_zzzzFeedback@doh.state.fl.us.

Please refer to the [User Guide](#) for more detailed information.

[File Name Format](#)

- My company considers this information a trade secret, as defined by section 668.002(4), F.S., which has value and provides an advantage or an opportunity to obtain an advantage over those who do not know or use it. My company has taken measures to prevent the disclosure of the information to anyone other than those who have been selected to have access for limited purposes, and my company intends to continue to take such measures. The information is not, and has not been, reasonably obtainable without our consent by other persons by use of legitimate means. The information is not publicly available elsewhere.
- Check here if you are submitting a test file. The purpose of the test file is to validate the data. The test file does not count as submission.

View File Upload History

To view a listing of both production and test files that have been submitted, click on the [View Upload History](#) link. This page displays a listing of all files that have been submitted. Please allow up to 72 hours for processing. Files that have been submitted, but not yet processed will have a processing status of 'Submitted'. After the file has been processed, checked for errors, and loaded into the CSR System, the processing status will change to either 'Processed' or '[View Error](#)'. To see a list of errors or to export an error report, click on the '[View Error](#)' link.

NOTE: a file that begins with 'P' is a production file that will be processed and loaded into the CSR System. A file that begins with 'T' is a TEST file only. TEST files are processed for errors, but will not be loaded into the CSR System.

For questions regarding file submissions, MQA_SSS_zzzzFeedback@doh.state.fl.us.

Controlled Substances Reporting

File Upload

[View Upload History](#)

| File Name | Transaction Count | Upload Date | Process Date | Processing Status |
|-------------------|-------------------|-------------|--------------|-------------------|
| T000221107001.txt | 0 | 07/23/2011 | | submitted |
| P000221107001.txt | 0 | 07/23/2011 | | submitted |
| T000221107002.txt | 0 | 07/23/2011 | | submitted |
| P000221107002.txt | 0 | 07/23/2011 | | submitted |

[Upload File](#)

[Home](#)

View Error Report

Click on the [View Error](#) link for the file submission that needs to be reviewed. A detailed listing of errors displays. If a transaction record needs to be corrected, a correction number will be assigned by the CSR system and will be displayed in the "Correction #" column. You will need to use this correction number when you submit the corrected transaction record. Corrections should be submitted in the next reporting period.

For transaction records that did not load, you will see the text "Record not loaded" as part of the error message. A correction number was not assigned because it was not loaded into the CSR system. If you feel the record needs to be included in the report, please correct the record and resubmit in the next reporting period, making sure to set the Action Indicator field in the record to 'I' to indicate an insertion.

Please refer to the ARCOS Handbook for additional details on how to submit corrections, including deletions, insertions, and adjustments.

The "Transaction #" in the error report corresponds to the transaction number submitted in the file so that you can reference the exact record in your file that received the error.

File Upload Error Report

File Name: P000221107888.bt Uploaded Date: 7/26/2011 Error Record Count: 24

| Error Info | Transaction # | Correction # |
|---|---------------|--------------|
| Invalid record length = 60 for record = 3. Record not loaded. | | |
| Invalid transaction date, year = 2010 | 7 | 283 |
| Reporting Registrant DEA number in detail record does not match control record. | 9 | 284 |
| Warning: Unable to validate Reporting Registrant DEA number in detail record. | 9 | 284 |
| Invalid strength = test | 13 | 285 |
| Invalid transaction date, year = 5000 | 16 | 286 |
| Error: Recipient DEA number invalid. | 58 | 287 |
| Error: Reporting Registrant DEA number cannot match Recipient DEA number. | 10002 | 288 |
| Error: Reporting Registrant DEA number cannot match Recipient DEA number. | 10003 | 289 |
| Invalid record length = 65 for record = 35. Record not loaded. | | |
| Invalid transaction date, month = 13 | 40006 | 290 |
| Invalid transaction date, day = 32 | 40007 | 291 |
| Invalid action indicator. Valid values are blank, "A", "D", "I". | 40012 | 292 |
| Invalid correction number = 00000027 | 40014 | 293 |
| Invalid transaction date = 06/20/2011 | 40015 | 294 |
| Transaction date not in reporting period. | 40015 | 294 |
| Invalid transaction date = 07/31/2011 | 40016 | 295 |
| Invalid correction number = 000TEST1 | 40017 | |
| Invalid correction number = 99999999 | 40018 | 296 |
| Invalid quantity = 00TEST88 | 40019 | 297 |

12

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