



Data Submission Guide for Idaho Practitioner Sales Reporting

Idaho Practitioner Sales Reporting System (ID PSRS)

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Document Overview

This document is a training guide and support manual for authorized drug distributors holding an active Idaho License/Certificate.

[54-1731\(2\)](#) Authorized distributors shall report specified data on controlled substances each month in a form and manner prescribed by the board.

This system is the official tool for submitting controlled substance drug sales made to Idaho practitioners.

Idaho practitioners are defined under [54-1704\(42\)](#) as a person licensed in this state and permitted by such license to dispense, conduct research with respect to or administer drugs in the course of professional practice or research in this state.

This guide includes such topics as:

- Reporting requirements for the Idaho Practitioner Sales Reporting System (ID PSRS)
- Creating an ID PSRS System account
- Uploading your report
- Viewing your report status
- Changing your password
- Error resolution Reporting Requirements

Reporting Requirements

Who Must Report?

Any of the following authorized drug distributors that, in the normal course of business, sell controlled substance drugs to Idaho practitioners:

- Manufacturer – includes Virtual
- Wholesale Distributor – includes Virtual
- Resident and Non-Resident Drug Outlet (if selling to Idaho practitioners)
- Outsourcing Drug Outlet (if selling to Idaho practitioners)

What Data Must Be Reported?

All controlled substance drug sales to Idaho practitioners. Drug samples do not need to be reported.

What is the Frequency of Reporting?

A monthly report must be submitted for the previous month by the 15th of each month.

Data Collected Shall Include the Following:

Data must be reported in the format defined in the Automation of Reports and Consolidated Orders System (ARCOS).

Which ARCOS Transaction Codes Should be Included in the Report?

ARCOS Transaction Codes:

- S – Sale, Disposition, or Transfer
- 7 – No ARCOS Activity for the Current Reporting Period (used only for submitting zero reports).

What File Extensions are Permitted for Reporting and Are There Any File Naming Conventions?

Preferred file extensions include .dat and .txt with a maximum size of 100 MB.

Required Naming Conventions:

The first two characters of the file name should match the state abbreviation of the state to which you are submitting, followed by an underscore, DEA number, followed by an underscore, and the last day of the data reported in MMDDYYYY format.

Example:

If submitting data to Idaho, your file name should begin with “ID_”. You will receive an error if your file name does not adhere to this.

- When submitting multiple files, it is necessary for each file to have a unique file name. When a file name is reused, each subsequent submission replaces the previous one.

Example:

A data submitter has two unique files to submit, each containing unique distributions. An acceptable way to name the files is as follows:

- Submission one: ID_ABI234567_MMDDYYYY
- Submission two: ID_ABI234567_MMDDYYYY_2

How Should the Report be Submitted?

Reports should be uploaded to the ID PSRS Clearinghouse portal.

- For instructions on creating an account, please refer to the [Creating Your Account](#) section of this document.
- For instructions on submitting your report, please refer to the [Submitting Your Report](#) section of this document.

If an Authorized Drug Distributor Does Not Have Any Practitioner Sales to Report for the Reporting Period, is a Report Required?

If an Authorized Drug Distributor does not have any practitioner sales to report for the reporting period (the previous month) a zero report must be submitted.

Users may enter a zero report using either of the following methods:

Uploading an ARCOS-Formatted Zero Report File:

A zero report transaction file contains a control record identifying the reporting Authorized Drug Distributor and a single transaction record with a transaction code of “7” (per DEA ARCOS coding), which indicates that there were no transactions to report during the previous reporting period.

Note: Use this method if your DEA number is not in the format of two letters followed by a 7-digit number.

For instructions on submitting a zero report, please refer to the [Submitting a Zero Report](#) section within this document.

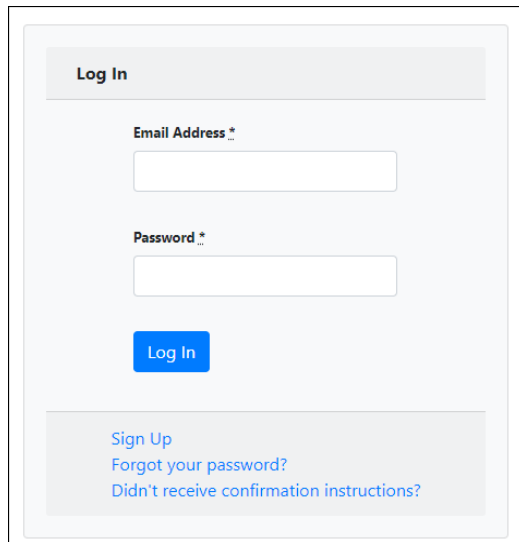
Accessing Controlled Substance Product Reporting

This chapter describes how to create your ID PSRS account and how to log in to the ID PSRS web portal to upload your opiate product or zero report files.

Creating Your Account

Prior to submitting your report, you must create an account by performing the following steps:

1. Open an internet browser window and navigate to the ID PSRS product reporting login page located at <https://pmpclearinghouse.net/opiatereporting>.



Log In

Email Address *

Password *

Log In

Sign Up
Forgot your password?
Didn't receive confirmation instructions?

2. Click Sign Up.

The **Product Reporting Registration** page is displayed as shown on the following page.

Opiate Product Reporting Registration

Profile Details * Indicates Required Field

Email Address *

Password * Password Confirmation *

Contact Information

First Name * Last Name *

Company Information

DEA Number

Name * Role *

Address * City *

State * Zip code *

Phone *

3. Complete your Profile Details.

Profile Details * Indicates Required Field

Email Address *

Password * Password Confirmation

- a. Enter your current, valid email address in the **Email Address** field.
Note: The email address you provide here will act as your username when logging into the ID PSRS web portal.
- b. Enter a password for your account in the **Password** field, then re-enter it in the **Password Confirmation** field. The password requirements are provided below.

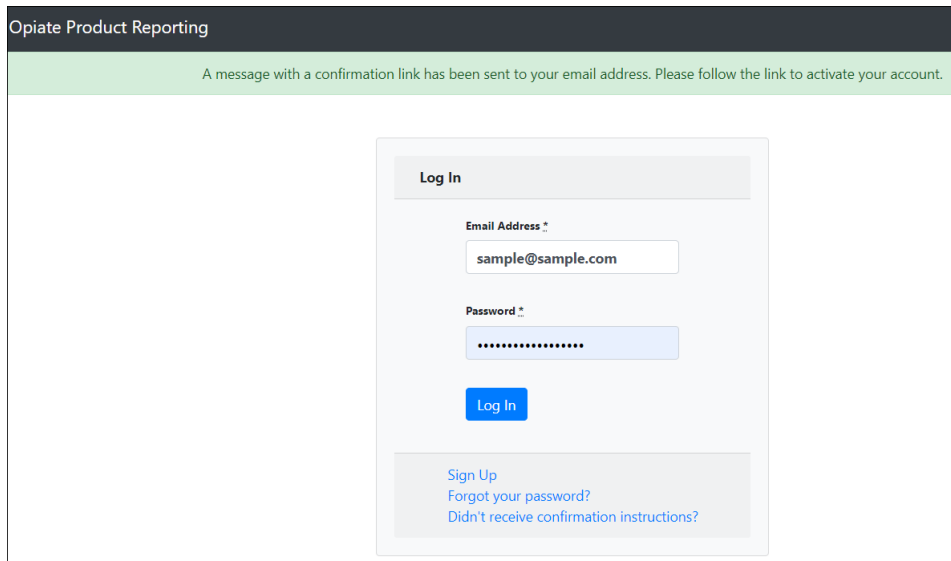
Password must contain:

- At least fourteen (14) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.

4. Complete your **Contact Information** and **Company Information**, noting the following:
- Required fields are marked with a red asterisk (*).
 - **Reporting** account registration does not require a DEA. You will be able to use the same account for reporting multiple DEA numbers.

The form is divided into two sections: **Contact Information** and **Company Information**. The **Contact Information** section includes fields for **First Name *** and **Last Name ***. The **Company Information** section includes fields for **DEA Number**, **Name ***, **Role *** (a dropdown menu), **Address ***, **City ***, **State *** (a dropdown menu), **Zip code ***, and **Phone ***. A blue **Submit** button is located at the bottom left of the form.

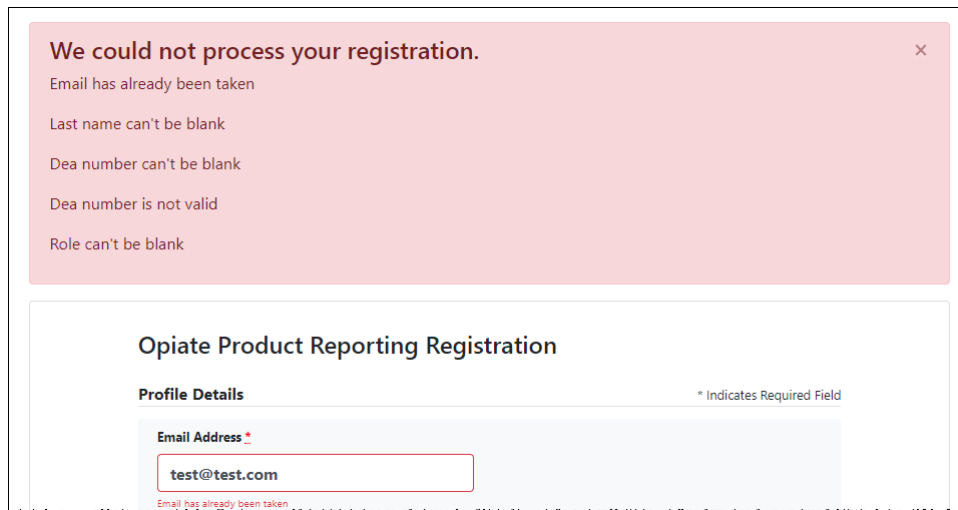
5. Click **Submit**.
- a. If there are no errors upon submission, your account is created, and a message is displayed indicating that you need to confirm your email address to activate your account.



Note: You will not be able to log in until you confirm your email address.

- b. If there are errors upon submission, the error message(s) will be displayed at the top of the page.

Correct the indicated errors, then click Submit to create your account.



Logging in to the Reporting Site

1. Open an internet browser window and navigate to the Reporting page located at <https://pmpclearinghouse.net/opiatereporting>.

Log In

Email Address *

Password *

Log In

[Sign Up](#)
[Forgot your password?](#)
[Didn't receive confirmation instructions?](#)

2. Enter the email address you used to create your account in the **Email Address** field.
3. Enter your password in the **Password** field.
Note: If you have forgotten your password, use the **Forgot your password?** link to have a link sent to your email address to assist with resetting your account password.
4. Click **Login**.
The **Product Reporting** home page is displayed.

Opiate Product Reporting File Listing File Upload My Profile

Search by file name

File	Submitted	Rejected Count	Status Report	State	Actions
------	-----------	----------------	---------------	-------	---------

<< < 1 > >>

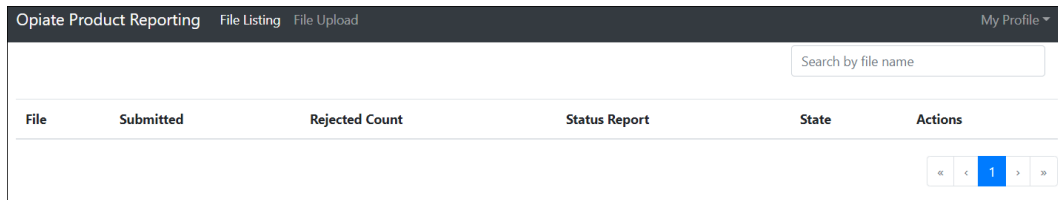
Submitting Your Report

Submission Overview

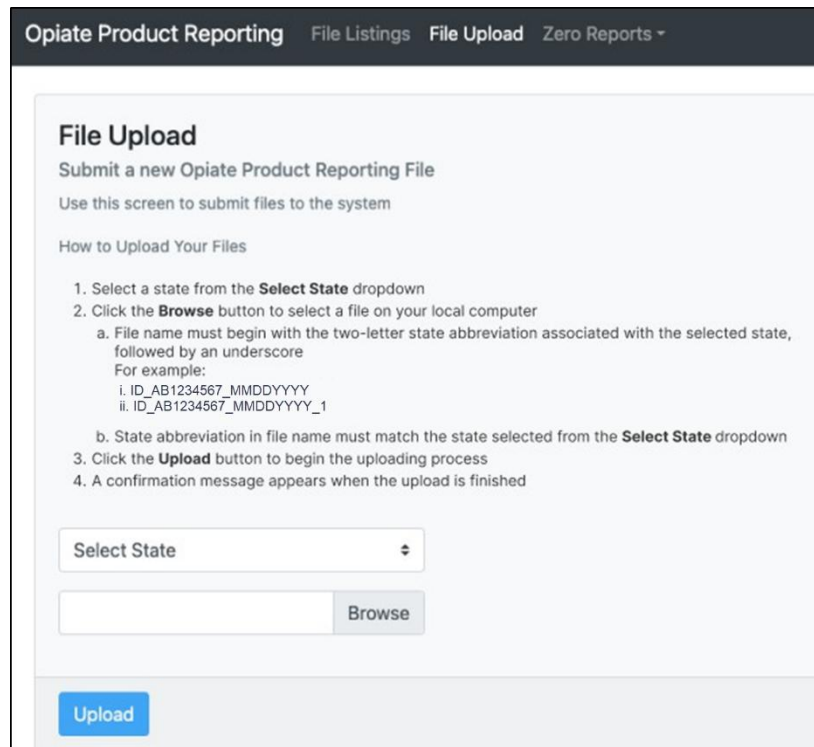
- If you do not have an ID PSRS account, perform the steps outlined in the [Creating Your Account](#) section of this document.

OR

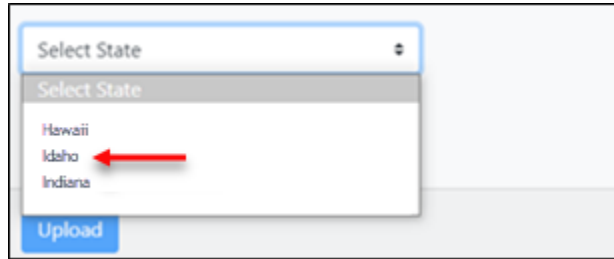
- If you have already created an account, log in to the ID PSRS web portal. This will bring you to the ID PSRS **Reporting** home page.



1. Navigate to the **File Upload** page from the menu at the top of the screen.



2. Select Idaho from the **Select State** dropdown menu.



3. Click Browse and select the report file.

Notes:

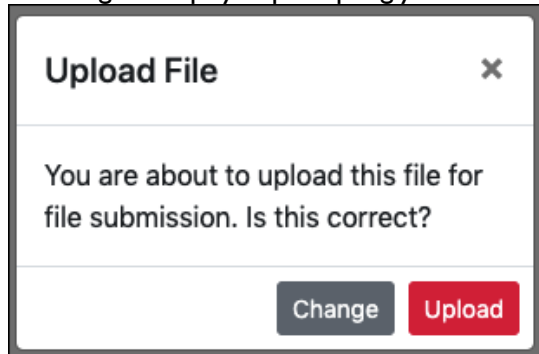
- Please refer to the [Reporting Requirements](#) section of this document for information on what data must be reported and in what format.
- TXT or DAT are the required file format with a maximum size of 100 MB.
- File name must begin with the two-letter state abbreviation, followed by an underscore, then the unique file name consisting of Authorized Drug Distributor DEA number, followed by an underscore, followed by the reporting date, and any suffixes needed to differentiate multiple reports as described in Section 2.6.

Example:

- ID_ABI234567_MMDDYYYY.txt
- ID_ABI234567_MMDDYYYY.dat

4. Click Upload.

A message is displayed prompting you to confirm the file submission.



5. If you need to make any changes, click Change to return to the **File Upload** page; **OR**
6. Click Upload to continue with the report submission.

Once you click Upload, your file is submitted, and a message is displayed indicating that your file was successfully submitted. At this point, you will be redirected to the **File Listing** page. If the status displayed as Processed, then your file was accepted.

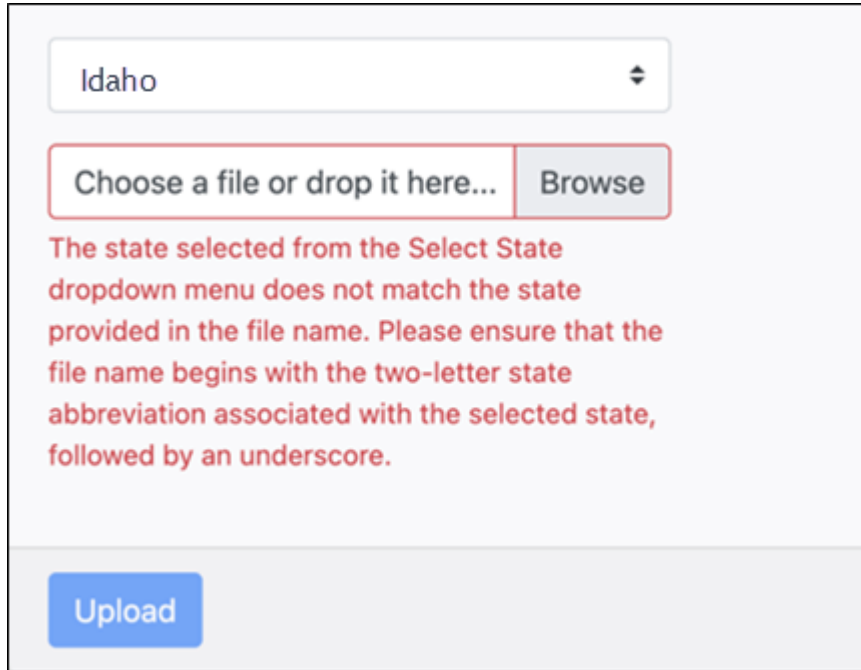
Note: Users are able to refresh this page.

A file status of Deleted indicates that there were errors with your submission. If this happens, you should review the errors on the **Status Report** for further details.

Upload Errors

The state abbreviation provided in the file name (ID) will be validated against the state selected from the submission page drop-down menu (Idaho).

If the state selected from the drop-down **does not** match the file name the following error message will be displayed:



Idaho

Choose a file or drop it here... Browse

The state selected from the Select State dropdown menu does not match the state provided in the file name. Please ensure that the file name begins with the two-letter state abbreviation associated with the selected state, followed by an underscore.

Upload

Files with an incorrect **Control Record** will not upload and will display an error.

Common Control Record errors include:

- Missing/Invalid Reporting Registrant DEA
- Missing Asterisk
- Missing/Invalid Reporting Period Date
- Missing/Invalid Reporting Period

Examples of Control Record Display Errors:

Opiate Product Reporting File Listings File Upload Zero Reports ▾

File Upload

Submit a new Opiate Product Reporting File

Use this screen to submit files to the system

How to Upload Your Files

1. Select a state from the **Select State** dropdown
2. Click the **Browse** button to select a file on your local computer
 - a. File name must begin with the two-letter state abbreviation associated with the selected state, followed by an underscore
For example:
 - i. ID_AB1234567_MMDDYYYY
 - ii. ID_AB1234567_MMDDYYYY_1
 - b. State abbreviation in file name must match the state selected from the **Select State** dropdown
3. Click the **Upload** button to begin the uploading process
4. A confirmation message appears when the upload is finished

Select State ▾

Rpg-Period-Blank.txt Browse

Reporting period can't be blank

Upload

Opiate Product Reporting File Listings File Upload Zero Reports ▾

File Upload

Submit a new Opiate Product Reporting File

Use this screen to submit files to the system

How to Upload Your Files

1. Select a state from the **Select State** dropdown
2. Click the **Browse** button to select a file on your local computer
 - a. File name must begin with the two-letter state abbreviation associated with the selected state, followed by an underscore
For example:
 - i. ID_AB1234567_MMDDYYYY
 - ii. ID_AB1234567_MMDDYYYY_1
 - b. State abbreviation in file name must match the state selected from the **Select State** dropdown
3. Click the **Upload** button to begin the uploading process
4. A confirmation message appears when the upload is finished

Select State ▾

PMPCLEAR_6567_Asterisk_N Browse

Asterisk is missing from control record

Upload

Idaho Practitioner Sales Reporting System (ID PSRS)
 Data Submission Guide for Idaho Practitioner Sales Reporting

For more information regarding the **Control Records** format, please refer to [Appendix A](#).

A control record looks like this: [AA9999999*01312021QAA9999999](#)

Field Name	Data Field Number	Column Position	Characters	Possible Values	Example
*REPORTING REGISTRANT	1	1-9	9		AA9999999
*ASTERISK	2	10	1		*
*LAST DAY OF REPORTING PERIOD	3	11-18	8		01312021
REPORTING FREQUENCY	4	19	1	M, Q, Y	Q
CENTRAL REPORTER'S NUMBER	5	20-28	9		AA9999999

* - Required field

Status Reports

Status Reports are used to confirm receipt of files and identify errors in files that have been submitted. After submission of their opiate product report, a user will receive a **Filed Failed Report** or a **File Status Report** via email notification. This is also viewable from the **File Listing** screen within the ID PSRS web portal.

This chapter describes the status reports, status report errors, and how to correct them.

File Status Report

The **File Status Report** serves as notification that a data file was received by the system. This report will either confirm there were no errors in the file or in the event of errors, identify the specific errors.

Below is an example of a **File Status Report**:

Associate DEA	Transaction Identifier	Column	Value	Error Message
A 3642116		Ndc	0092116037	invalid NDC number
A 3642116		Quantity	000000 4	is not a number
A 3642116		Transaction date		invalid date format
A 3642116		Associate registrant dea	A 3642116	invalid DEA number
A 3642116		Reporting registrant dea	R 0490499	invalid DEA number

Records cannot be corrected individually. To correct the errors:

- Make corrections in the originally submitted file.
- Resubmit the original file with the same file name in its entirety.

*File Name: ARCOS_FILE_I.DAT
*Date of Submission: October 15, 2021

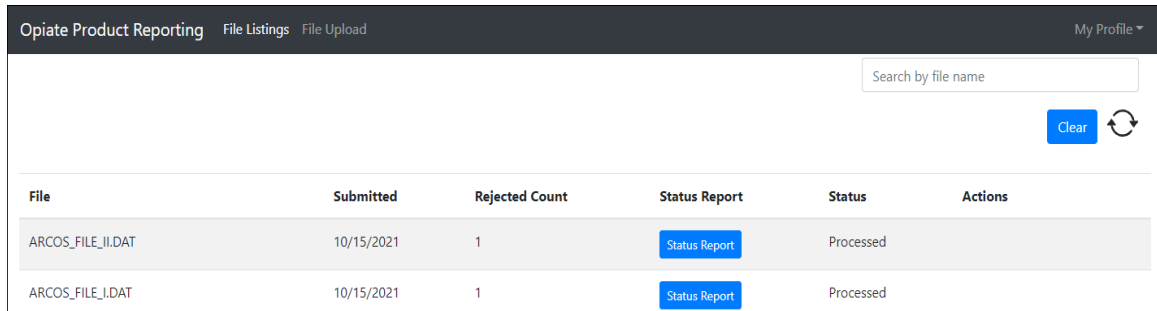
The **File Status Report** notifies you of the following scenarios:

- Invalid/Missing Transaction Date
- Invalid/Missing Transaction Identifier
- Invalid/Missing NDC
- Invalid/Missing Quantity
- Invalid/Missing Reporting Registrant DEA
- Invalid/Missing Associate DEA

Viewing a Status Report

To view a **Status Report**:

1. Log into ID PSRS web portal.
2. Click the blue Status Report button.



The screenshot shows the 'Opiate Product Reporting' web portal. At the top, there are navigation links for 'File Listings' and 'File Upload', and a 'My Profile' dropdown menu. A search bar labeled 'Search by file name' is present with a 'Clear' button and a refresh icon. Below the search bar is a table with the following columns: File, Submitted, Rejected Count, Status Report, Status, and Actions. Two rows of data are visible, both for the file 'ARCOS_FILE_I.DAT' submitted on 10/15/2021, with a rejected count of 1 and a status of 'Processed'. Each row has a 'Status Report' button in the Actions column.

File	Submitted	Rejected Count	Status Report	Status	Actions
ARCOS_FILE_I.DAT	10/15/2021	1	Status Report	Processed	
ARCOS_FILE_I.DAT	10/15/2021	1	Status Report	Processed	

A simplified version of the **Status Report** is also emailed to submitters. Like the status reports viewable within the PSRS web portal, they indicate if a file submission has errors or not. To see the error details, the user must click the Status Report with errors link and login to the ID PSRS web portal.

[Status Report with errors](#)
Your file submission contains 1 errors. Please click on the link above for details.

Records cannot be corrected individually. To correct the errors:

- Make corrections in the originally submitted file.
- Resubmit the original file with the same file name in its entirety.

*File Name: ARCOS_FILE_II.DAT
*Date of Submission: October 15, 2021

File Failed Status Report

In most cases, an invalid file cannot be uploaded as describe in [Creating a Zero Report via ID PSRS Website](#). In instances where a file is uploaded but cannot be parsed, a **File Failed Report** is generated. In the event of a failed file, a new file must be submitted with the necessary corrections.

Below is an example of a **File Failed Report**:

*File Name: future_date.txt
*Date of Submission: February 16, 2021

This file could not be received into the system because the system could not recognize its content as a valid ARCOS format. Action is required to resolve the issues and a subsequent file should be submitted.

Error Corrections

If a transaction record was misreported to the ID PSRS, you must follow these instructions to correct the record. Corrections must be made within the originally submitted file. You must then resubmit the file with the same file name as when it was originally uploaded. Records cannot be corrected individually. To correct a misreported transaction record :

1. Make all necessary corrections in the originally submitted file, leaving the accurate

transaction records unmodified.

2. Submit the corrected file with the exact SAME file name as the file you are correcting.

Note: In order to delete a valid entry that was in error, **enter zero for the quantity** and resubmit the file using the **same as the original**. The **Action Indicator** will not be used when deleting a valid entry.

Submitting a Zero Report

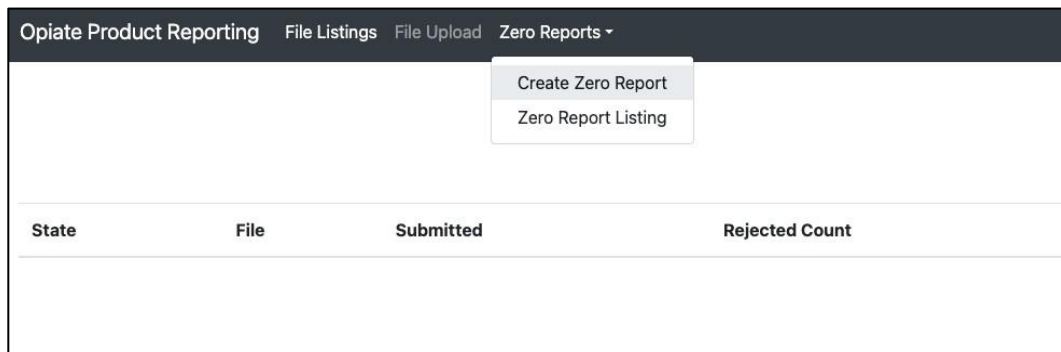
If an Authorized Drug Distributor does not have any transactions to report for the reporting period AND has a DEA number, a zero report must be submitted.

You may enter a zero report using the ID PSRS website or by uploading an ARCOS transaction file.

Note: A transaction is considered a sale within or into Idaho of a Scheduled controlled substance that is made to any Idaho practitioner.

Creating a Zero Report via ID PSRS Website

1. Open an internet browser window and navigate to the **Reporting Portal** page located at <https://pmpclearinghouse.net/opiatereporting>.
2. Navigate to the **Create Zero Report** page by clicking Zero Reports.
3. Choose **Create Zero Report** from the dropdown menu.




The screenshot shows the 'Create Zero Report' form. The form includes the following fields and controls:

- State ***: A dropdown menu with 'Select State' as the current selection.
- Submitter's State License Number ***: A text input field.
- Reporting Registrant DEA ***: A text input field.
- Last Day of Reporting Period ***: A date picker with 'No date selected' as the current selection.
- Reporting Frequency ***: A dropdown menu with 'Select Frequency' as the current selection.

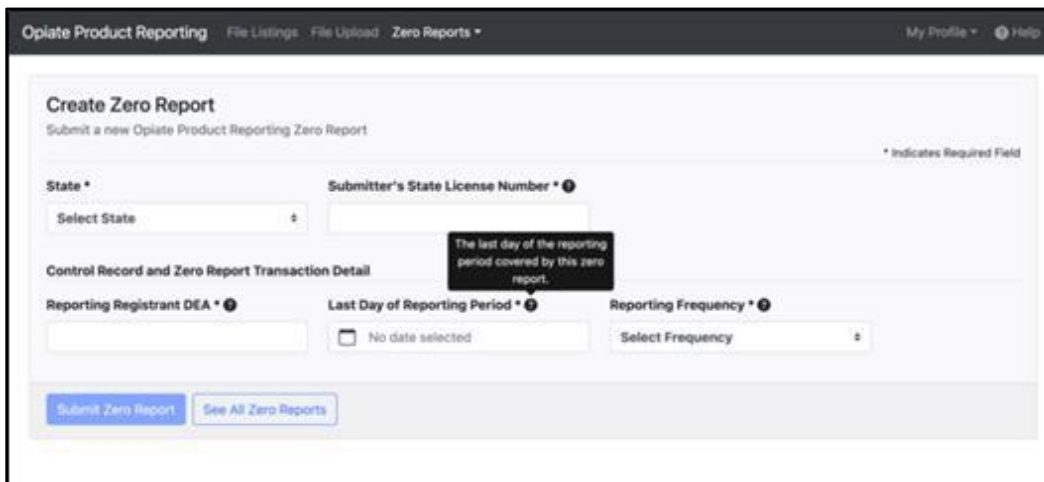
At the bottom of the form, there are two buttons: 'Submit Zero Report' and 'See All Zero Reports'. A legend indicates that an asterisk (*) denotes a required field.

4. Populate all required fields noted with an asterisk (*) as outlined below:

- a) ***State** – Select the state to which you are submitting the **Zero Report** (Idaho).
- b) ***Submitter’s State License/Certificate Number** – Enter your Idaho Health Professions Bureau/Board of Pharmacy issued license/certificate number(s). The license/certificate number should be the submitter’s (aka central reporter) state license/certificate number.
- c) ***Reporting Registrant DEA** – The Reporting Registrant DEA is the DEA registration number for the Authorized Drug Distributor you are indicating had no reportable activity.
- d) ***Last Day of Reporting Period** – The last day of the reporting period covered by a zero report. For example, when trying to report December 2023 transactions, the last day of reporting period would be 12/31/2023.
- e) ***Reporting Frequency** – The Reporting Registrant DEA’s reporting frequency to the State selected (e.g., monthly).

Descriptions of each field are also available by hovering over the  icons on the **Create Zero Report** page.

Below is an example for **Last Day of Reporting Period**:

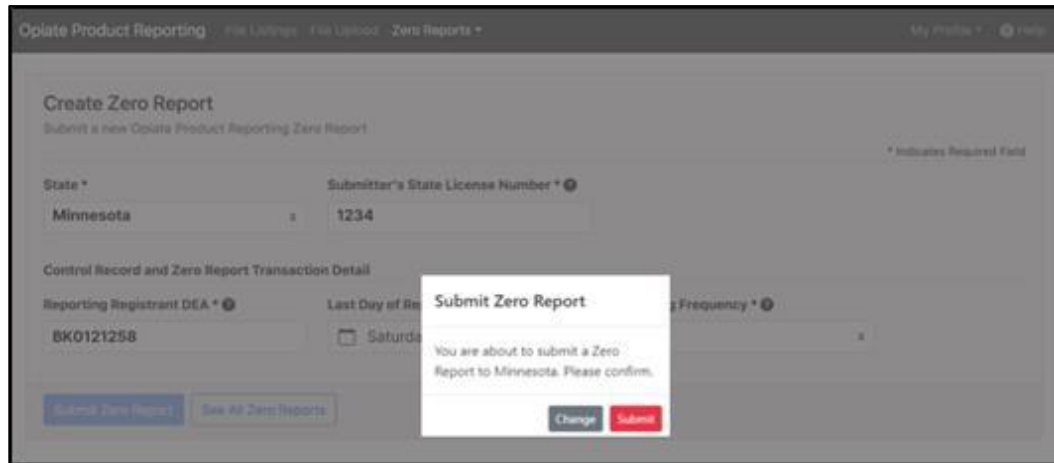


The screenshot shows the 'Create Zero Report' form. At the top, there are navigation links: 'Oplate Product Reporting', 'File Listings', 'File Upload', and 'Zero Reports'. On the right, there are 'My Profile' and 'Help' links. The main heading is 'Create Zero Report' with the subtext 'Submit a new Oplate Product Reporting Zero Report'. A note '* Indicates Required Field' is present. The form contains the following fields:

- State ***: A dropdown menu with 'Select State'.
- Submitter's State License Number ***: A text input field.
- Reporting Registrant DEA ***: A text input field.
- Last Day of Reporting Period ***: A date picker with a tooltip that says 'The last day of the reporting period covered by this zero report.' The current selection is 'No date selected'.
- Reporting Frequency ***: A dropdown menu with 'Select Frequency'.

At the bottom, there are two buttons: 'Submit Zero Report' and 'See All Zero Reports'.

- 5. Once all fields are populated, click Submit Zero Report.
Confirm you are submitting the correct information and click Submit.



6. Zero reports submitted through the **Create Zero Report** page can be viewed in the **Zero Reports** page. To view the **Zero Reports** page, click on the menu bar and navigate to **Zero Reports > Zero Report Listing**.

State	Submitted	Submitter's State License Number	Reporting Registrant DEA	Last Day of Reporting Period	Reporting Frequency
Minnesota	2/6/2023	1234	BK0121258	12/31/2020	Yearly
Minnesota	2/6/2023	1234	BK0121258	12/31/2021	Yearly
Minnesota	2/6/2023	1234	BK0121258	12/31/2022	Yearly

Uploading a Zero Report via an ARCOS File

1. Your file should contain a control record identifying the reporting Authorized Drug Distributor and a single transaction record with a transaction code of “7” (per DEA ARCOS coding), which indicates that there were no transactions to report during the previous calendar year.

Please refer to [Appendix B](#) for additional information on formatting.

2. Open an internet browser and navigate to the **Reporting** page located at https://pmpclearinghouse.net/opiatereporting/users/sign_in.
3. Click File Upload.

The **File Upload** page is displayed.

Opiate Product Reporting File Listings File Upload Zero Reports

File Upload

Submit a new Opiate Product Reporting File

Use this screen to submit files to the system

How to Upload Your Files

1. Select a state from the **Select State** dropdown
2. Click the **Browse** button to select a file on your local computer
 - a. File name must begin with the two-letter state abbreviation associated with the selected state, followed by an underscore
For example:
i. ID_AB1234567_MMDDYYYY
ii. ID_AB1234567_MMDDYYYY_1
 - b. State abbreviation in file name must match the state selected from the **Select State** dropdown
3. Click the **Upload** button to begin the uploading process
4. A confirmation message appears when the upload is finished

Select State

Browse

Upload

4. Select Idaho from the **Select State** dropdown menu.

Select State

Select State

Hawaii

Idaho

Indiana

Upload

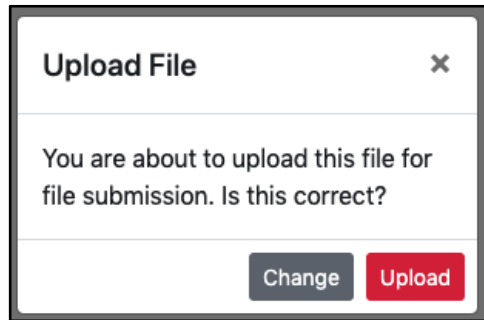
5. Click Browse and select the report file.

Notes:

- Please refer to [Appendix B](#) within this document for information on zero report requirements for ID PSRS.
- File name **must begin with the two-letter state abbreviation, followed by an underscore, DEA, followed by an underscore and Date format (e.g., ID_ABI234567_MMDDYYYY).**

6. Click Upload.

A message is displayed prompting you to confirm the file submission.



7. If you need to make any changes, click Change to return to the **File Upload** page.

OR

8. Click Upload to continue with the report submission.

Once you click Upload, your file is submitted. A message will display indicating that your file was successfully submitted. You will then be redirected to the **File Listing** page.

Changing Your Password

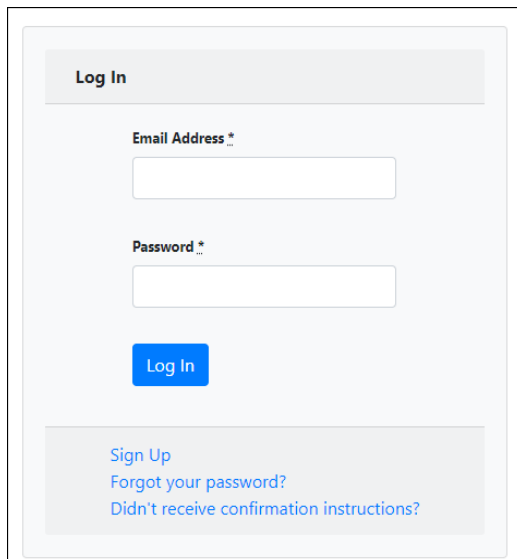
There are two ways you can manage your password:

1. If you have forgotten your password, you can reset your password; or
2. You can proactively change your password within the application before it expires by updating your current password.

Forgotten Password

1. Open an internet browser window and navigate to the **Reporting** log in page located at <https://pmpclearinghouse.net/opiatereporting>.

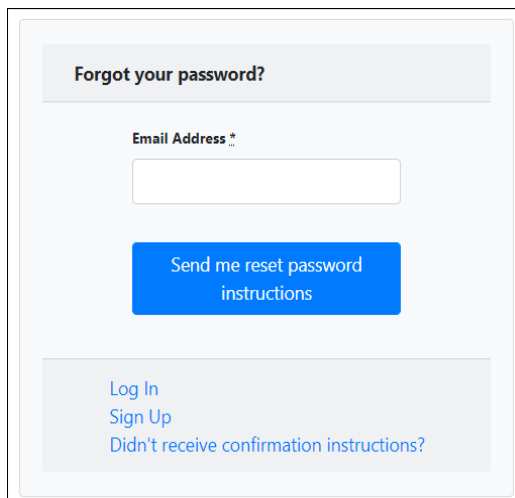
The **Log In** page is displayed.



The screenshot shows a 'Log In' form with the following elements: a title 'Log In' in a grey header, an 'Email Address *' label above a text input field, a 'Password *' label above another text input field, a blue 'Log In' button, and a grey footer containing three links: 'Sign Up', 'Forgot your password?', and 'Didn't receive confirmation instructions?'.

2. Click the **Click your password?** link.

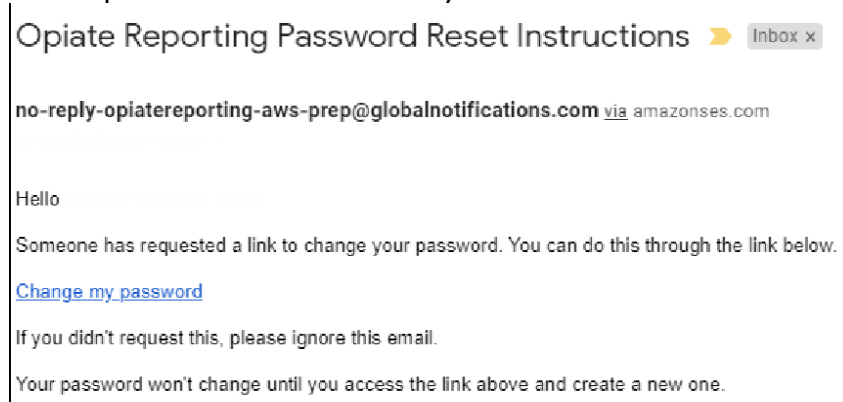
The **Forgot Your Password** page is displayed as shown on the following page.



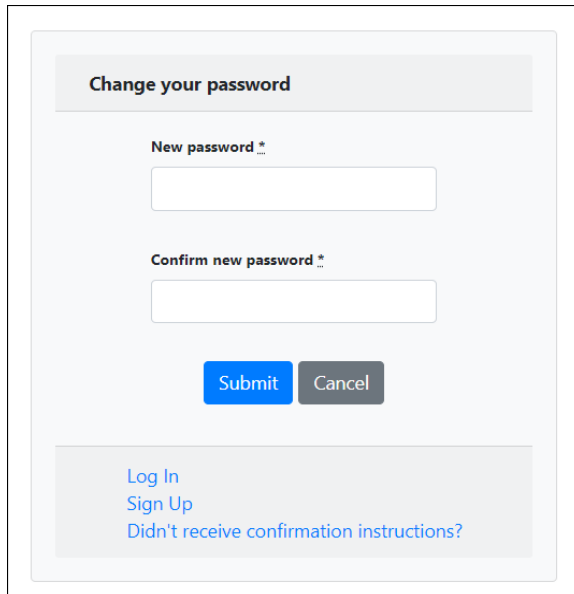
The screenshot shows a 'Forgot your password?' form with the following elements: a title 'Forgot your password?' in a grey header, an 'Email Address *' label above a text input field, a blue button labeled 'Send me reset password instructions', and a grey footer containing three links: 'Log In', 'Sign Up', and 'Didn't receive confirmation instructions?'.

3. Enter the email address for your account in the **Email Address** field, then click Send me reset password instructions.

A reset password link will be sent to your email address.



4. Once you have received the email, click the **Change my password** link. The **Change Your Password** page is displayed as shown on the following page.

A screenshot of a web form titled "Change your password". It contains two input fields: "New password *" and "Confirm new password *". Below the fields are two buttons: "Submit" (blue) and "Cancel" (grey). At the bottom, there are three links: "Log In", "Sign Up", and "Didn't receive confirmation instructions?".

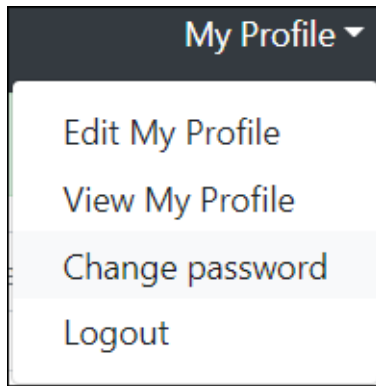
5. Enter a new password in the **New Password** field, then re-enter it in the **Confirm new password** field.
6. Click **Submit**.
Your password is updated, and you will use the new password the next time you login to the system.

In Application Password Change

If your password has not expired, but you would like to proactively reset it, you can do so within the application at any time.

Note: This functionality requires that you know your current password and are logged in to the application.

1. Click My Profile > Change Password



The **Change Password** page is displayed.

A screenshot of a "Change password" form. The form has a title "Change password" at the top. Below the title are three input fields: "Current password" (with a red asterisk), "New password" (with a red asterisk), and "Password confirmation" (with a red asterisk). The "Current password" field contains several dots. At the bottom of the form are two buttons: "Update" (blue) and "Cancel" (grey).

2. Enter your current password in the **Current Password** field.
3. Enter a new password in the **New Password** field, then re-enter it in the **New Password Confirmation** field.
4. Click **Update**.
Your password is updated, and you will use the new password the next time you login to the system.

Assistance and Support

Technical Assistance

If you need additional help with any of the procedures outlined in this guide, you can:

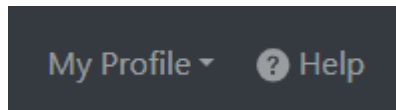
- Contact Bamboo Health at 1-844-966-4767;

OR

- Create a support request at the following URL:
<https://opiateproductreporting.zendesk.com/hc/en-us/>

OR

- Help icons are on the top right-hand corner of each ID PSRS web portal page to link directly to Bamboo Health online support.



Technical assistance is available 24/7.

Administrative Assistance

If you have non-technical questions regarding the Idaho Practitioner Sales Reporting System (PSRS), please contact:

Address: Board of Pharmacy – PDMP
C/O Idaho Division of Occupational and Professional Licenses
550 W State Street
Boise, ID 83702

Email: pdmp@dopl.idaho.gov
Phone: 1-208-817-6195
Website: <https://dopl.idaho.gov/bop/>

Document Information

Disclaimer

Bamboo Health has made every effort to ensure the accuracy of the information in this document at the time of printing. However, information is subject to change.

Change Log

Version	Date	Chapter/Section	Change Made
1.0	5/29/2024	N/A	Initial implementation draft
2.0	7/10/2024		Final implementation draft
3.0	7/12/2024	Document Overview	Updated rules/links
4.0	01/16/2024	Global	Updated guide to reflect new branding guidelines
		Global	Updated links that were broken
		Appendix A & B	Added Transaction & Zero Report examples per state's request
4.1	03/11/2026	Global	Updated filename examples to be uniform throughout
		I/Document Overview	Updated statute information per state's request
		II/Assistance & Support	Updated state's address and phone number per state admin's request

Appendix A: ARCOS Report Requirements for ID Practitioner Sales Reporting System (PSRS)

ARCOS using a fixed width file format. Below are the expected columns and their width.
(R=Required, O=Optional/Situational)

Control Record (first line of file)			
Field Name	Length	Required	Notes
Reporting Registrant DEA	9	R	
Asterisk (*)	1	R	
Last Day of Reporting Period MMDDYYYY	8	R	Should always be last day of previous month reporting period; e.g. 12312021
Reporting Frequency	1	R	"M" for monthly should always be used
Central Reporter's DEA	9	O	

Below is an example of a transaction record. The start of each field is underlined and has the start position number above it.

1 10 11 19 20
AB9876543*12312021YAA9999999

Transaction Record (second and each subsequent line of file)				
Field Name	Required	Length	Position	Notes
Registrant DEA	R	9	1-9	
Transaction Code	R	1	10	"S" should always be used to represent Sale, Disposition, Transfer

Action Indicator	O	I	II	
NDC Number	R	II	12-22	Compounded medications use NDC of the first controlled drug ingredient
Quantity	R	8	23-30	
Unit	O	I	31	
Associate Registrant DEA	R	9	32-40	
Order Form Number	O	9	41-49	
Transaction Date (MMDDYYYY)	R	8	50-57	
Correction Number	O	8	58-65	
Strength	O	4	66-69	
Transaction Identifier	R	10	70-79	
Blank Space	R	I	80	

Below is an example of a transaction record. The start of each field is underlined and has the start position number above it.

```

1           101112           23           31 32           41           50           58
66       70           80
AB9876543SI000999999**000000022BC9999999000999999123120209999999910000000000 001
    
```

Transaction Example #1:

```

ABI234567S 6521908001000000048 CS765432I      08082024      020000000000I
    
```

Note: The parameters for the above example are, Sale of NDC 6521908001, quantity 48, sold to (DEA#) sold on 08/8/24 and are for reference only.

Transaction Example #2:

```

ABI234567S 7632990600000000002 FS7543216      08162024      0030000000002
    
```

Note: The parameters for the above example are, Sale of NDC 7632990600, quantity 2, sold to (DEA#) on 08/16/2024 and are for reference only.

Appendix B: Zero Report Requirements for ID PSRS

The following table contains the required definitions for submitting zero reports via ARCOS format to ID PSRS.

Control Record (first line of file)			
Field Name	Length	Required	Notes
Reporting Registrant DEA	9	R	
Asterisk (*)	1	R	
Last Day of Reporting Period MMDDYYYYY	8	R	Should always be last day of previous month e.g. 12312021
Reporting Frequency	1	R	"M" for monthly should always be used
Central Reporter's DEA	9	O	

Transaction Record (second line and each subsequent line of file)				
Field Name	Required	Length	Position	Notes
Registrant DEA	R	9	1-9	
Transaction Code	R	1	10	"7" should always be used to represent No ARCOS Activity for the reporting period
Action Indicator		1	11	
NDC Number		11	12-22	
Quantity		8	23-30	
Unit		1	31	

Associate Registrant DEA		9	32-40	
Order Form Number		9	41-49	
Transaction Date (MMDDYYYY)	R	8	50-57	
Correction Number		8	58-65	
Strength		4	66-69	
Transaction Identifier	R	10	70-79	
Blank Space		1	80	

Sample Zero Report

A sample zero report is illustrated below. The Control Record (first line) is required along with a transaction record. The transaction record only needs Registrant DEA, Transaction Code, Transaction Date, and Transaction Identifier.

```
AA1234567*12312020Y
BB12345677              12312020              0000000001
```



Zero Report Example

```
AB1234567*07312024M
AB12345677              07312024              0000000001
```