



# Supply Chain Conference 2024

Registration Program Overview & Updates, DRR



April 30 - May 2, 2024

Little Rock, Arkansas



The contents of this document do not have the force and effect of law and are not meant to bind the public or DEA in any way.

This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

I have no financial relationship to disclose.

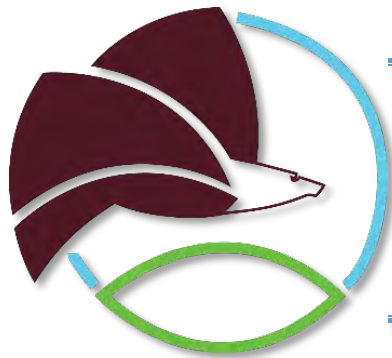




“The presentation is for educational purposes.

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***Topics that will be Covered***

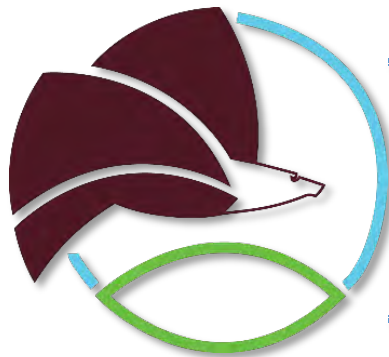
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- **Registration and Business Operations Section (DRR)**
- **Registration Updates**
- **Common Problems Encountered**
- **Common Questions**
- **Assistance with Registration Matters**





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*Who is the*  
**Registration and Business Operations Section**

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- DRR is responsible for all registration programs and activities managed by the Diversion Control Program.
- DRR provides registration guidance and assistance to the field's 75+ Registration Program Specialists (RPS).
- DRR ensures registrant databases are maintained appropriately, conducts quality control and verification of data, and provides management with reports and recommendations regarding registration activities and registrant information for more than two million registrants.





## Units within DRR

- Registration Processing Operations Unit
- Registration Financial and Data Entry Unit
- Registration Customer Response Unit
- Registration Business Unit
- Registration Call Centers
- Controlled Substance Ordering System Unit



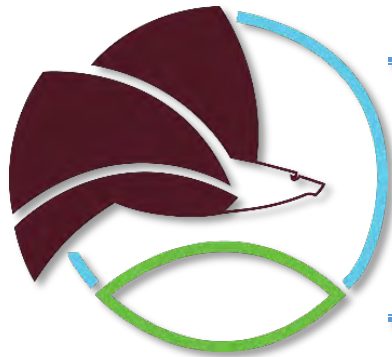




## Registrant Population: March 2024

BUSINESS ACTIVITY	REGISTRANT POPULATION
PHYSICIANS	1424034
MID LEVEL PRACTITIONER (MLP)	581785
PHARMACY	68911
HOSPITAL/CLINIC	19749
TEACHING INSTITUTION	251
MANUFACTURING	572
DISTRIBUTOR	642
RESEARCHER (II-IV)	8577
DOG HANDLERS	3041
RESEARCHER (I)	847
ANALYTICAL LAB	1535
IMPORTER	268
EXPORTER	268
REVERSE DISTRIBUTOR	76
NARCOTIC TREATMENT PROGRAM (NTP)	2216
CHEMICAL	
MANUFACTURING	213
IMPORTER	221
DISTRIBUTOR	307
EXPORTER	146
	887
<b>GRAND TOTAL:</b>	<b>2113659</b>

**Total Registrant Population = 2,113,659**



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# *Registration Updates*

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# DEA Diversion website

## Newly Designed

- Top Tabs
- Quick Buttons (blue)
- Welcome Buttons

## Scroll down for:

- In the News
- What's New
- Email updates

[www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov)

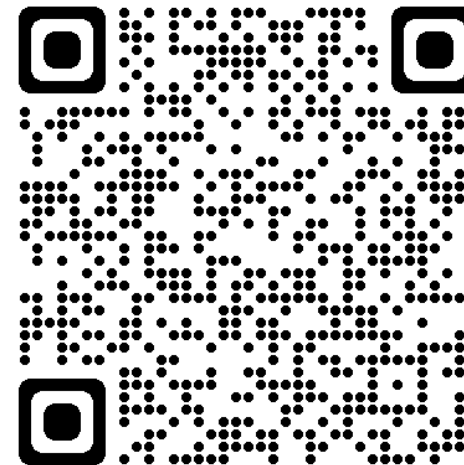
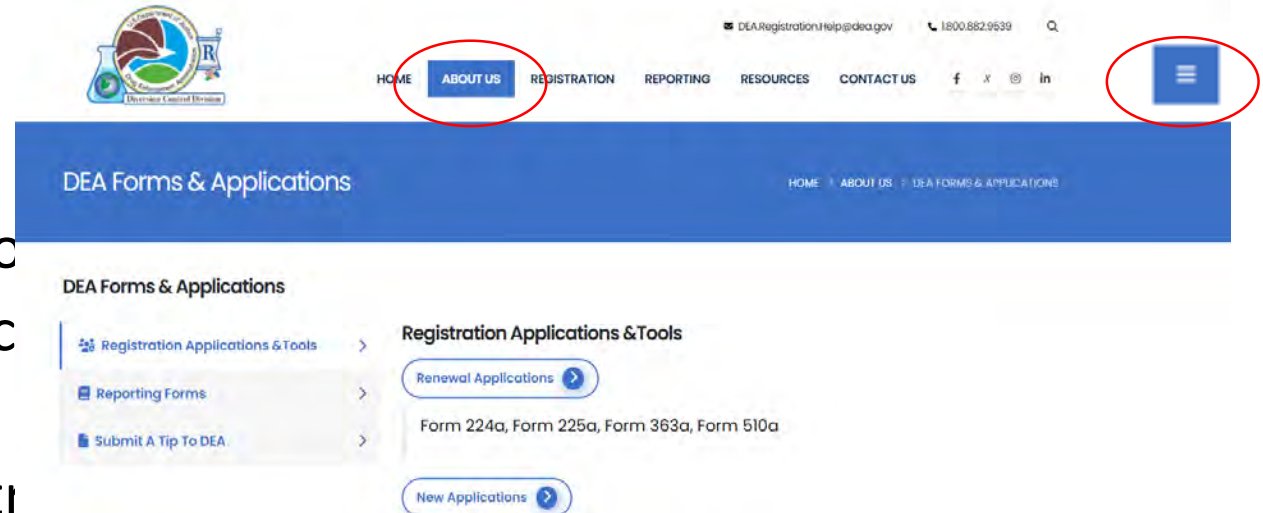
The screenshot shows the homepage of the DEA Diversion website. At the top left is the logo for the Diversion Central Division. To the right of the logo is a navigation menu with links for HOME, ABOUT US, REGISTRATION, REPORTING, RESOURCES, and CONTACT US. Further right are social media icons for Facebook, X, Instagram, and LinkedIn, along with contact information: DEARegistrationHelp@dea.gov and 1800.882.9539. The main heading is "DEA FORMS & APPLICATIONS" in large white letters on a dark background. Below this is a sub-heading "NEED TO REGISTER, REPORT OR SUBMIT A TIP?" and a button that says "OUR FORMS & APPLICATIONS WILL ASSIST YOU". A horizontal navigation bar below the main heading contains four blue buttons: REGISTRATION, FORMS & APPLICATIONS (with a plus icon), CONTACT US (with a plus icon), and RESOURCES (with a book icon). Below this bar is a pink announcement box with the text: "Multi-Factor Authentication added to the Registration Validation Toolset (PDF) (February 23, 2024)", "Provide feedback for the website redesign here: [deadiversionwebmaster@dea.gov](mailto:deadiversionwebmaster@dea.gov)", and "Quotas - Final Order: Established Aggregate Production Quotas for Schedule I and II Controlled Substances and Assessment of Annual Needs for the List I Chemicals Ephedrine, Pseudoephedrine, and Phenylpropanolamine for 2024 (PDF)". Below the announcement box is a search bar. The main content area is titled "Welcome" and features a grid of eight quick-access buttons, each with an icon and a "Go to" link: Registration, Forms & Applications, Questions & Answers, Meetings & Events, Guidance Documents Portal, Drug Disposal, Controlled Substance Schedules, and Publications & Manuals.



## ABOUT US

### DEA Forms & applications

- Registration Applications
- Check the status of my application
- Request Copy of Application/Record
- Request Copy of DEA Certificate
- Make Changes to My DEA Registration
- Registration for disposal
- Registration Validation Toolset
- Order Form Request (DEA Form 222)
- CSOS





Applications must be submitted online via the DEA Diversion website:  
[www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov)

Registration Applications, Tools and Resources

- Renewal Applications >
- New Applications >
- Make Changes to My DEA Registration >
- Check Status of DEA Registration Application >
- Request Copy of DEA Certificate >
- Registration Resources >
- Registration Support >
- Notices >
- Registration Tools >

### New Applications

[Submit Your New Applications HERE!](#) [Check the Status of My Applications](#)

**EMAIL ADDRESSES ARE REQUIRED**

Registrants must have a current and active email address listed on their registration in order to receive important information from the DEA, such as registration renewal notices.

**DEA Form 224** – Retail Pharmacy, Hospital/Clinic, Practitioner, Teaching Institution, or Mid-Level Practitioner

**DEA Form 225** – Manufacturer, Distributor, Researcher, Canine Handler, Analytical Laboratory, Importer, Exporter

**DEA Form 363** – Narcotic Treatment Programs

**DEA Form 510** – Domestic Chemical



A Power of Attorney can be uploaded on DEA Registration applications & modification forms. Refer to **21 CFR § 1301.13(j)** for more information.

A screenshot of a web application interface titled "CSA Registration Online Mgmt Tools: Upload Documents". The page is divided into several sections: "Overview", "Power of Attorney", "Upload Instructions", and a "Document Category" dropdown menu. The "Overview" section states that the page allows for uploading a Power of Attorney document. The "Power of Attorney" section contains a detailed paragraph about the requirements for such documents, citing 21 CFR § 1301.13(j). The "Upload Instructions" section lists three steps: selecting a document category, reading instructions, and choosing files. Below this is a dropdown menu for "Document Category" currently set to "- Select A Category -". At the bottom, there is an "Uploaded Files List" section showing "No files uploaded" and navigation buttons for "Previous", "Proceed", and "Cancel".

CSA Registration Online Mgmt Tools: Upload Documents

**Overview**

This page allows you to upload a Power of Attorney document, if applicable.

**Power of Attorney**

Pursuant to [Title 21 CFR 5.1301.13\(j\)](#), Each application, attachment, or other document filed as part of an application, shall be signed by the applicant, if an individual; by a partner of the applicant, if a partnership; or by an officer of the applicant, if a corporation, corporate division, association, trust or other entity. An applicant may authorize one or more individuals, who would not otherwise be authorized to do so, to sign applications for the applicant by filing with the Registration Unit of the Administration a power of attorney for each such individual. The power of attorney shall be signed by a person who is authorized to sign applications under this paragraph and shall contain the signature of the individual being authorized to sign applications. The power of attorney shall be valid until revoked by the applicant.

This page allows you to optionally upload a Power of Attorney if applicable as described above.

If a Power of Attorney is required, please select Power of Attorney in the Document Category selection list below. If this is not applicable, Click the Proceed button below.

**Upload Instructions**

1. Select the Category of document to be uploaded.
2. Read all additional instructions below the Category Selector
3. Choose the file(s) you wish to upload using the file selector.

Document Category :

**Uploaded Files List:**

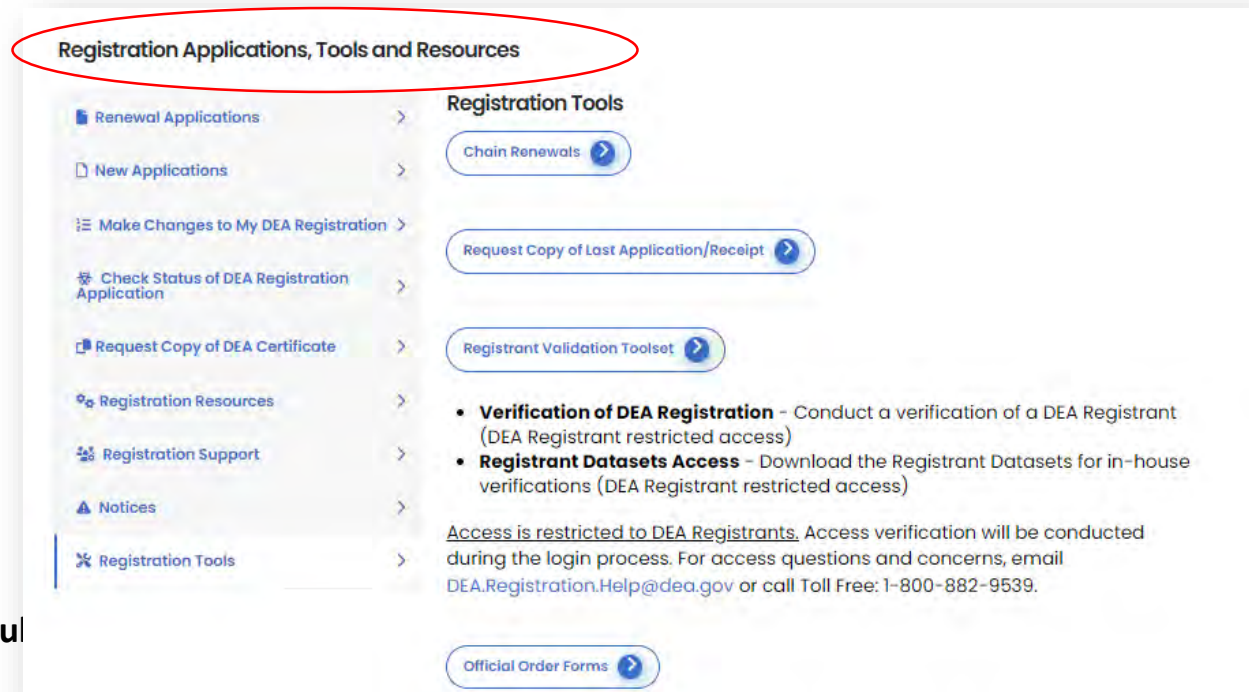
No files uploaded



## We now e-mail application submission receipts and DEA Certificates.

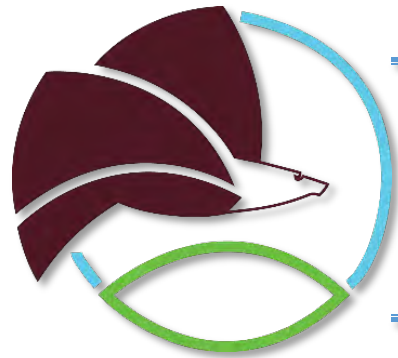
If necessary, you can obtain a copy from our website.

The Registration Call Center can also assist by sending these items to the email on file.



Please note: the sul





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# *Security Enhancements*

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**New security features require you to keep the email address and contact number associated with your registration up to date.**

- If the email address is altered or updated, the formatting will be automatically verified for validity.
- These updated security measures will help assure only those with proper credentials can access your registrant information.





## **Security PIN Validation:**

This security feature is used to confirm the identity of a caller or emailer.

- We will text the 6-digit security PIN to the cell phone number on file and have the Registrant or Power of Attorney holder recite the PIN back to continue the call.
- If there is no cell phone number on file, a second method is to send the security PIN to the email on file and have it recited back.





## **Multi-Factor Authentication:**

This security feature is necessary for DEA to continue to keep our Registrants' Personally Identifiable Information safe and secure.

- DEA is aware that the implementation of this security measure may present some challenges to the business operations of our Registrant community.
- This security enhancement requires verification of the Registrant's identity through multi-factor authentication when accessing your registration on our website, which also includes accessing the Registrant Validation Toolset.





## Multi-Factor Authentication – Validation Token:

The screenshot shows the official website of the U.S. Department of Justice, Drug Enforcement Administration, Diversion Control Division. The header includes the agency name and logo. Below the header, there is a navigation bar with a welcome message, a link to 'Logout ALL Sessions', and contact information. The main content area features a blue box with the title 'CSA Registration Online Applications: Multi-factor Authentication'. Below this, a message explains that a security code will be sent to the user's email. A 'Send Token' button is located at the bottom of the message box.

U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION  
**DIVERSION CONTROL DIVISION**

Welcome, [REDACTED] | [Logout ALL Sessions](#) Need Help? Email Us: DEA.Registration.Help@dea.gov Call Us Toll Free: 1-800-882-9539

**CSA Registration Online Applications: Multi-factor Authentication**

As a measure of additional security, please request a code to be sent to your point of contact email address you have provided in your most recent registration application or update, and verify that code below.

[Send Token](#)





## Validation Token Email:

### DEA Registration Account Login: Validation Token

**From:** [DEA.Registration.Help@dea.gov](mailto:DEA.Registration.Help@dea.gov)

to me

Dear Applicant,

Your validation token [Generated at May 12, 2023 03:19:31 PM EDT] for login to your DEA CSA Registration account is

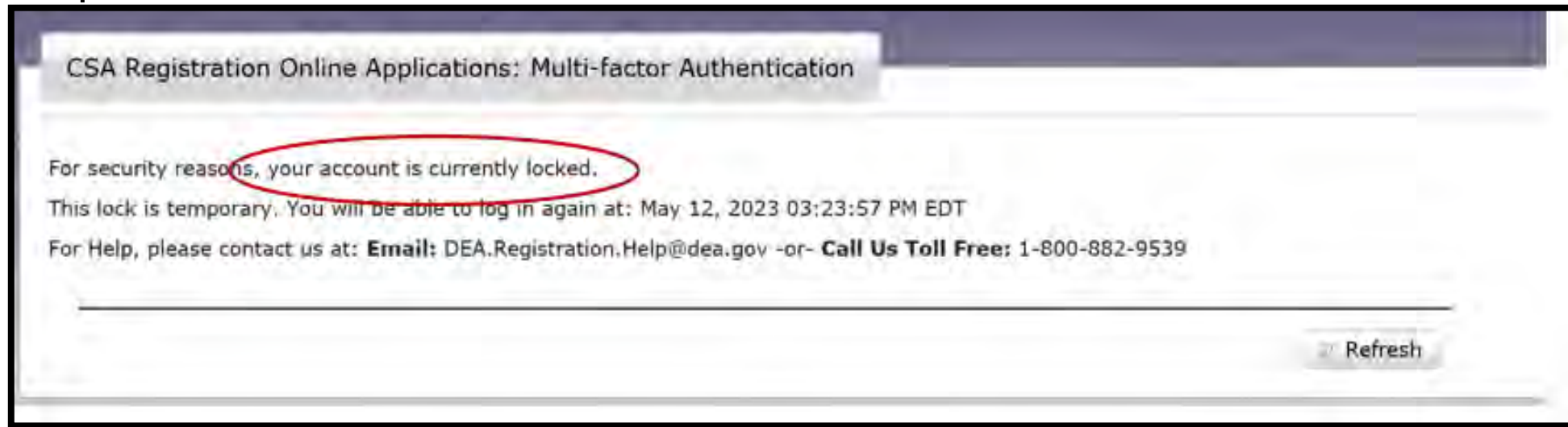
3AV5JF3D

This token will expire at May 12, 2023 03:20:31 PM EDT, so please enter it on the validation page as soon as possible. If you did not request this token, please contact:

Call us toll free: 1-800-882-9539 or Email us: [DEA.Registration.Help@dea.gov](mailto:DEA.Registration.Help@dea.gov)



If you find yourself locked out of our online applications and tools, you may wait until the temporary lock is removed or contact the Registration Helpdesk.





## Registration Validation Toolset on [www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov)

- **Verification of DEA Registration** - Conduct a verification of a DEA Registrant (DEA Registrant restricted access)
- **Registrant Datasets Access** - Download the Registrant Datasets for in-house verifications (DEA Registrant restricted access)

Access verification will be conducted during the login process (MFA Token). For access questions and concerns, email [DEA.Registration.Help@dea.gov](mailto:DEA.Registration.Help@dea.gov) or call: 1-800-882-9539.

Registrant Validation Toolset





Access to the DEA Controlled Substances Act Registration Information Database, and the dataset contained within, is limited to those registered with, or by request to, the Drug Enforcement Administration in order to comply with Federal, State, and local, Statutes and Rules.

This includes those that provide credentialing or verification services to the Pharmaceutical and Healthcare industry.

### **Please note:**

- **Access must be applied for annually**
- **RDA access requires a login & password**
- **To obtain an application or submit the completed form and any supporting documentation e-mail [DEA.CSARDA@dea.gov](mailto:DEA.CSARDA@dea.gov)**

Be advised that the unauthorized distribution, reverse engineering, re-engineering, profit from the sale, the incorporation in a software system or package for distribution, or the use for marketing and/or targeting, are strictly forbidden and not allowed uses of the dataset from the Controlled Substances Act Registration Information Database.





# Registrant Datasets Access (RDA)



Full access users can conduct a primary source registration verification of a DEA registrant, and/or download the dataset files that can then be used in a self-designed system. The information provided is updated nightly and is provided at no cost.

- **If approved**, an email will be sent to your email with your temporary password. Note: your email will be the Login.
- The RDA is not accessible through our website.
- You can have each team member request their own account.

U.S. DEPARTMENT OF JUSTICE \* DRUG ENFORCEMENT ADMINISTRATION  
**DIVERSION CONTROL DIVISION**

By accessing this information system, you understand and consent to the following:

You are accessing a U.S. Government information system, which includes: this computer, this computer network, all computers connected to this network, and all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transmitted or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

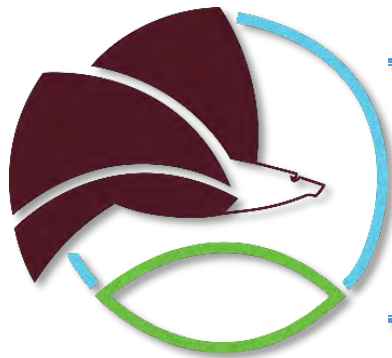
**Registrant Datasets Access Login**

Email Address\*

Password

Login Forgot/Reset Password

Please note: there is a option to **reset password** on the login page



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# *Common Problems Encountered*

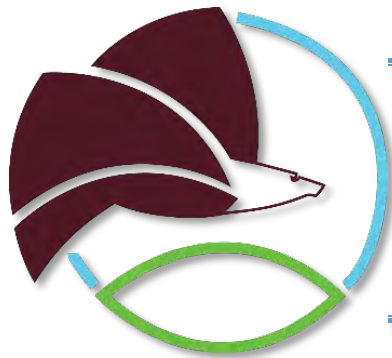
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- **The applicant does not have appropriate state authority, prior to applying.**
- **The applicant assumes their first registration period will be a full 12 or 36 months.**
- **Failure to notify DEA of an email change.**
- **Failure to notify DEA of an address change.**
- **Failure to update state licensure expiration dates.**
- **Failure to upload a POA.**





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## *Common Questions*

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An **electronic notification** is sent to a registrant **60** days from expiration date and then additional renewal notifications are sent 45 days, 30 days, 15 days, and then lastly, at 5 days from expiration.

- For bulk manufacturers and importers of schedules 1 & 2, a **letter** is sent 120 days prior to expiration date.
- If a renewal application is **not** submitted by the expiration date, the registration status changes from Active to Expired.
- If a renewal application **is not received** within 30 days of the expiration date, the expired DEA number will be retired.

Renewals can be completed online at: [www.DEADiversion.usdoj.gov](http://www.DEADiversion.usdoj.gov)

Please note: email accuracy is important.





When completing an application with drug codes:

- The application will indicate when drug codes are needed.
- In order to continue with the application, Drug Codes must be entered for each required schedule.

CSA Registration Online Mgmt Tools: Select Drug Codes

Please select all applicable drug codes. All schedules below must have drug codes entered. Schedules not shown do not require drug codes to be entered.

Bulk Manufacturer (Synthesizer/Extractor) applicants MUST also select the "Bulk" selection box next to all Schedule I and II controlled substances they plan to "Manufacture in Bulk", and must have at least one bulk selection.

More details regarding drug codes can be found in 21 CFR 1308.

Schedule 2 -Empty Schedule 2N -Empty Schedule 3N -Empty Schedule L1 -Empty

Sort by Code

Available Codes			
	Name	Code	Bulk?
<input type="checkbox"/>	ALPHAPRODINE	9010	<input type="checkbox"/>
<input type="checkbox"/>	ANILERIDINE	9020	<input type="checkbox"/>
<input type="checkbox"/>	COCAINE	9041	<input type="checkbox"/>
<input type="checkbox"/>	CODEINE	9050	<input type="checkbox"/>
<input type="checkbox"/>	DEXTROPROPOXYPHENE, BULK (NON-DOSAGE)FORMS	9273	<input type="checkbox"/>
<input type="checkbox"/>	DIPHENOXYLATE	9170	<input type="checkbox"/>
<input type="checkbox"/>	ETHYLMORPHINE	9190	<input type="checkbox"/>
<input type="checkbox"/>	ETORPHINE HCL	9059	<input type="checkbox"/>
<input type="checkbox"/>	HYDROCODONE	9193	<input type="checkbox"/>
<input type="checkbox"/>	HYDROMORPHONE	9150	<input type="checkbox"/>
<input type="checkbox"/>	LEVO-ALPHACETYLMETHADOL (LAAM)	9648	<input type="checkbox"/>
<input type="checkbox"/>	LEVORPHANOL	9220	<input type="checkbox"/>
<input type="checkbox"/>	MEPERIDINE	9230	<input type="checkbox"/>
<input type="checkbox"/>	METHADONE	9250	<input type="checkbox"/>
<input type="checkbox"/>	MORPHINE	9300	<input type="checkbox"/>
<input type="checkbox"/>	OPIUM EXTRACTS	9610	<input type="checkbox"/>
<input type="checkbox"/>	OPIUM FLUID EXTRACT	9620	<input type="checkbox"/>
<input type="checkbox"/>	OPIUM POPPY / POPPY STRAW	9650	<input type="checkbox"/>
<input type="checkbox"/>	OPIUM TINCTURE	9630	<input type="checkbox"/>

Add -->

--> Remove

Selected Codes			
	Name	Code	Bulk?
No Codes Entered			

In order to continue, Drug Codes must be entered for each of the Schedules listed above.

Previous Next Schedule Cancel

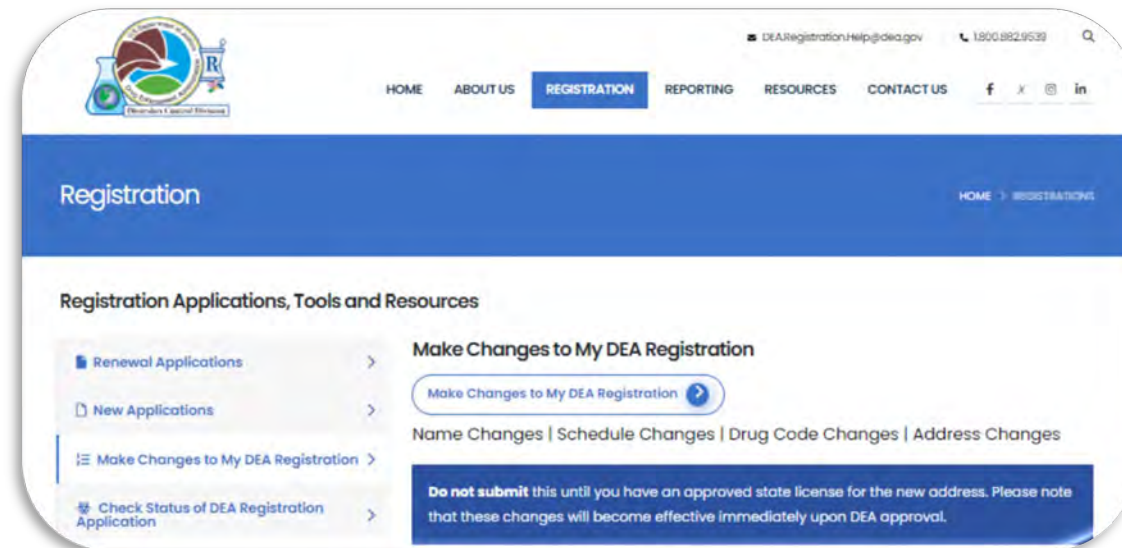
# When can I modify my DEA registration?



## 21 CFR § 1301.51(a) - Modification in Registration

“Any registrant may apply to modify his/her registration to authorize the handling of additional controlled substances or to change his/her name or address by submitting a written request to the Registration Unit, Drug Enforcement Administration...

Additionally, such a request may be submitted on-line at [www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov).”





## Controlled Substance Ordering System:

CSOS allows for secure electronic controlled substances orders without the supporting paper DEA Form 222.

### **21 CFR § 1311.30(e) - Requirements for Storage and Usage**

“The certificate holder must report the loss, theft, or compromise of the private key or the password, via a revocation request, to the Certification Authority within 24 hours of substantiation of the loss, theft, or compromise”...

### **21 CFR § 1311.40(a) - Renewal of certificates**

“A CSOS certificate holder must generate a new key pair and obtain a new CSOS digital certificate when the registrant's DEA registration expires or whenever the information on which the certificate is based changes”...





# Controlled Substance Ordering System (CSOS)



Drug Enforcement Administration | Diversion Control Division

## E-Commerce Program

### Controlled Substance Ordering System

For Purchasers | For Suppliers | For Developers

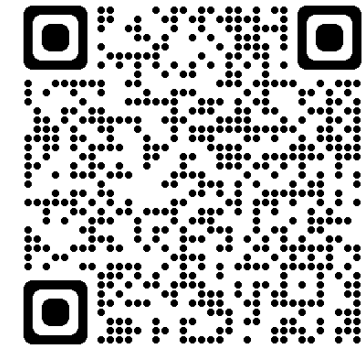

DEA's Controlled Substance Ordering System (CSOS) allows for secure electronic transmission of Schedule I-V controlled substance orders without the supporting paper Form 222.

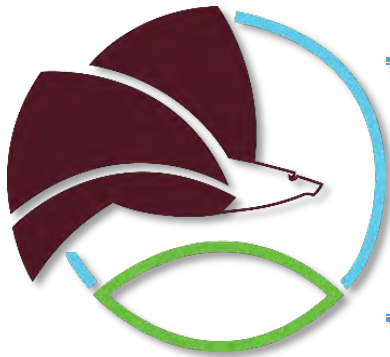
- [Enroll in CSOS](#)
- [Learn about CSOS](#)
- [Request your enrollment status](#)
- [Activate/Retrieve your certificate\(s\)](#)
- [Transfer certificate\(s\) to another computer](#)
- [Learn about electronic ordering](#)
- [Renew certificate\(s\)](#)
- [Revoke certificate\(s\)](#)
- [Report a security concern](#)

**Just getting started?**

Schedule II controlled substances can now be ordered electronically without a paper form DEA-222. To be eligible, **individuals** must enroll in DEA's CSOS Program. [Click here to enroll today.](#)

[Back to Top](#) | [DEA E-Com Home](#) | [Privacy Statement](#) | [Contact Support](#)





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*Assistance with  
Registration Matters*

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The Registration Program Specialists (RPS) are stationed around the country and serve as DEA's liaison with the medical community, the public, potential and current registrants, and numerous governmental personnel.

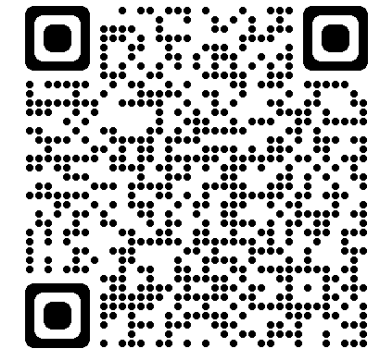
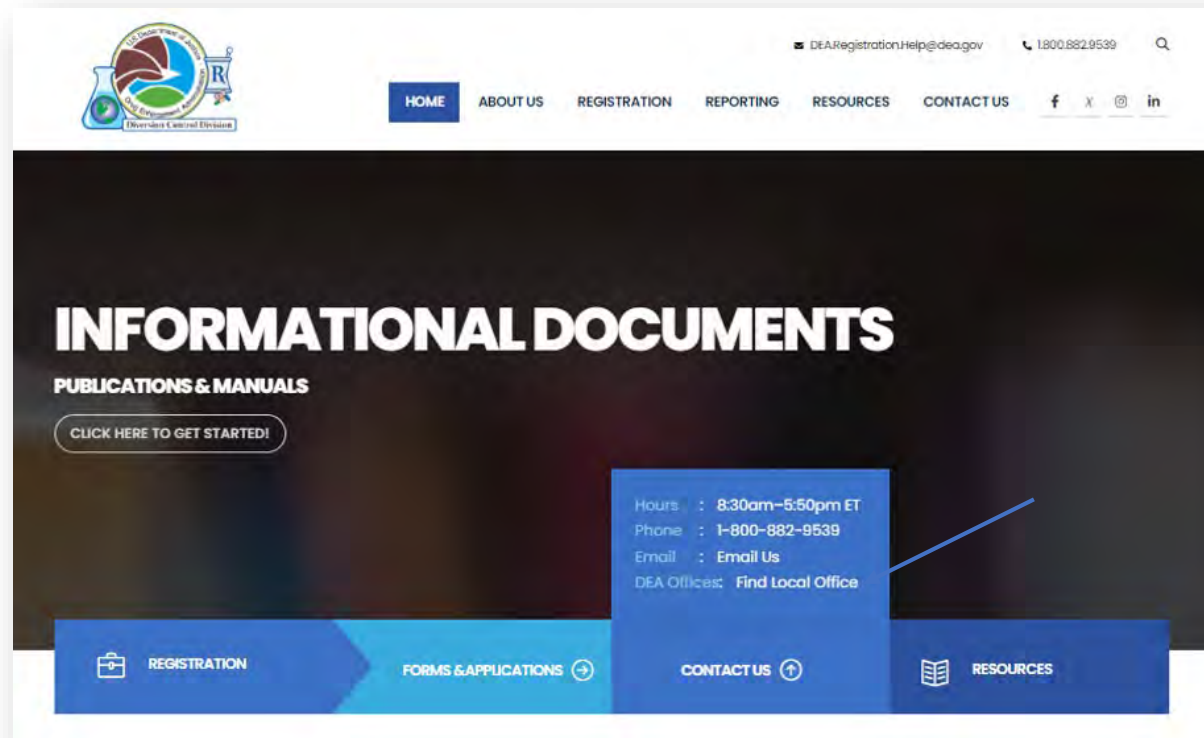
- Independently manage the registration program, for the field division.
- Examine registration transactions and rejects those not in compliance with agency standards and other applicable laws, rules, and regulations.
- Conduct presentations and training sessions on DEA's Registration Program and process to the registrant community.



# Assistance with Registration Matters



If you need any assistance with a registration matter, please use one of the following: 



You can find your local Registration Specialist by visiting [www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov)  
**Contact us – Find Local Office**



DEA Headquarters  
Diversion Control Division  
Registration and Business Operations Section (DRR)

**The Registration Call Center**  
handles calls and emails from  
those seeking Registration  
and CSOS assistance:

**1-800-882-9539**

**Email Us: [DEA.Registration.Help@dea.gov](mailto:DEA.Registration.Help@dea.gov)**



[HOME](#)[ABOUT US](#)[REGISTRATION](#)[REPORTING](#)[RESOURCES](#)[CONTACT US](#)[f](#)[x](#)[@](#)[in](#)

## Contact Diversion Control Division

The mission of DEA's Diversion Control Division is to prevent, detect, and investigate the diversion of controlled pharmaceuticals and listed chemicals from legitimate sources while ensuring an adequate and uninterrupted supply for legitimate medical, commercial, and scientific needs.

### Program Contacts

[REGISTRATION CALL CENTER / DIVERSION SERVICE CENTER](#) >[DIVERSION WEBSITE ASSISTANCE HELP DESK](#) >[ELECTRONIC PRESCRIPTIONS FOR CONTROLLED SUBSTANCES](#) >[REGULATORY SECTION](#) >[DRUG & CHEMICAL EVALUATION SECTION](#) >[LIAISON SECTION](#) >[POLICY SECTION](#) >[PHARMACEUTICAL INVESTIGATIONS SECTION](#) >[CHEMICAL INVESTIGATIONS SECTION](#) >[UN REPORTING AND QUOTA SECTION](#) >

### REGISTRATION CALL CENTER / DIVERSION SERVICE CENTER

ARCOS Reporting, CSA, Registration Applications, Changes to Name, Address, and/or Schedules, Fee Exempt, CMEA, Data-Waived Physicians, Mid-Level Practitioners

1-800-882-9539 or [DEA.Registration.Help@dea.gov](mailto:DEA.Registration.Help@dea.gov)

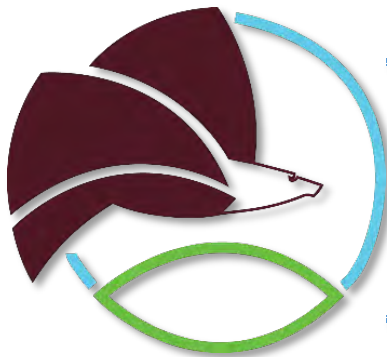
To better serve your needs, please include the following information:

**Subject Line:**

Brief Description Title (i.e., Address Changes, CMEA, Renewal Applications, New Applications, etc.)

**Body:**

Describe the reason for your email. Include your contact information.



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***Thank You!***

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**Holly Farrington**

Program Analyst | Registration and Business Operations Section (DRR)

United States Drug Enforcement Administration

Washington D.C.

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Ofc. 571.324.7471

Holly.M.Farrington@DEA.GOV



