

Department: Distribution Operations	SOP #:056
Title: Monthly Reporting – to Various States	

1.0 Scope

The directives contained in this SOP apply to all those who are involved in the submission of monthly control sales reporting to various states as indicated a requirement by those states. This is to include information pertaining to the controls distributed by Anda, Inc. (whse 20) and Anda Pharmaceuticals, Inc. (whse 41).

The states below are sent control transactions reports:

- FL
- OH
- MI
- TN
- ID
- NY

2.0 Purpose

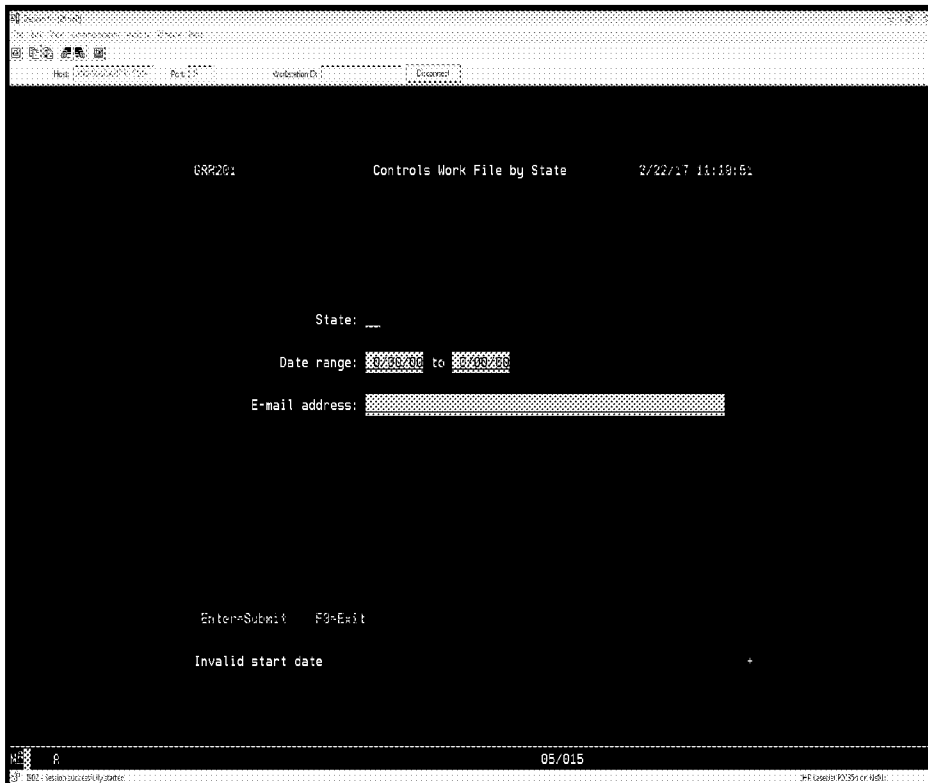
To define the process involved regarding the reporting of monthly/quarterly control transactions to various states.

3.0 Procedure

I. Report is Run – Controls Work File by State (TPS 2.4.5.16) –

- Enter the state reporting to
- Enter the start and end date of the previous month reporting on
- Enter the email address the report should be sent to (reporter)

➤ **Refer to TPS Screenshot below**



II. Save the Report Internally for Record-Keeping

- File name should be saved as indicated by each state
 - Example: Use the registered reporter number, indicate the DEA for the facility reported on, indicate the warehouse number, indicate the month reporting transactions, etc.
 - Verify the last file submission and the format of file name saved and copy this format. Indicate the month reporting on.
- Verify that the correct date range is reflected in the data
- Save each file produced for each warehouse location

III. Report Submissions

- Email reports to the state contacts as indicated:
 - Idaho – Practitioner Report
 - Email: Fed.Collings@bop.idaho.gov
 - Michigan – Quarterly Report
 - Email: WinansH@michigan.gov
 - Tennessee – Monthly ARCOS Report
 - Email – Must send a secure email
 - Send to: tn.arcos@tn.gov



Anda, Inc
Anda Pharmaceuticals, Inc

STANDARD OPERATING PROCEDURE

- Submit Reports Directly to the states website as indicated:
 - Ohio - <https://www.ohiopmp.gov/Portal/Default.aspx>
 - New York-
https://commerce.health.state.ny.us/public/hcs_login.html
 - Florida-
<https://www.myfloridalicense.com/CSR/login.aspx?ReturnUrl=%2fCSR%2flogin.aspx%2flogin.aspx>

4.0 Revision History

SOP will be reviewed annually by management

Effective Date	Version	Author	Change Description
Feb 6, 2016	056	Sabrina Solis	Original Issue