

Supporting Statement for Paperwork Reduction Act Submissions

Report of Mail Order Transaction
OMB Control Number 1117-0033
September 2, 2009

Part A. Justification

1. **Necessity of information:** The Drug Enforcement Administration (DEA) collects information regarding mail order transactions conducted between a person regulated by the agency and a nonregulated person (that is, someone who does not further distribute the product) involving the chemicals ephedrine, pseudoephedrine, and phenylpropanolamine. Transactions must use, or attempt to use, the United States Postal Service or any private or commercial carrier. This collection of information is mandated by 21 U.S.C. 830(b)(3), and permits the agency to monitor the distribution of ephedrine, pseudoephedrine and phenylpropanolamine, chemicals which are subject to diversion for the illicit manufacture of methamphetamine.
2. **Needs and Uses:** The Drug Enforcement Administration uses this information collection to monitor the distribution of the chemicals ephedrine, pseudoephedrine, and phenylpropanolamine in their varying forms. These chemicals are subject to diversion for the illicit production of methamphetamine.
3. **Use of Technology:** DEA permits electronic submissions of information for this collection. Information is submitted by respondents via electronic mail. DEA provides the format of this report for respondents to use. Currently, five (5) respondents (31%) submit reports electronically.
4. **Efforts to Identify Duplication:** This information collection is unique to the Drug Enforcement Administration.
5. **Methods to Minimize Burden on Small Businesses:** This information does not have a significant impact on small entities.
6. **Consequences of Less Frequent Collection:** This monthly collection of information is authorized and required by the Controlled Substances Act (21 U.S.C. 830(b)(3)). DEA has no discretion in this matter. This monthly reporting requirement permits the Drug Enforcement Administration to carry out its policies and programs as they relate to the diversion of listed chemicals for the illicit manufacture of methamphetamine. Businesses and other for-profit entities conducting mail order transactions maintain the requested data as part of usual and customary business practice.
7. **Special Circumstances Influencing Collection:** The Drug Enforcement Administration is required to collect this information on a monthly basis. DEA has no discretion in this requirement. This information collection involves none of the other above listed criteria

8. Reasons for Inconsistencies with 5 CFR 1320.6: DEA meets regularly with the affected industry to discuss policies, procedures and DEA and industry practices. DEA solicits input regarding its enforcement programs and works cooperatively with the regulated industry to prevent the diversion of listed chemicals for the illicit production of controlled substances.

9. Payment or Gift to Claimants: No gifts or remunerations are given to respondents.

10. Assurance of Confidentiality: The information collected is protected by the Controlled Substances Act (21 U.S.C. 830).

11. Justification for Sensitive Questions: This information collection does not request information of a sensitive nature.

12. Estimate of Hour Burden:

Number of Respondents: 16

Number of Responses per Respondent: 12

Total Number of Responses: 192

Average Time to Complete Responses:

Paper: 1 hour

Electronic: 0.25 hours (15 minutes)

Time for Responses:

Paper: 11 respondents at 1 hour per response, 12 responses annually = 132 hours

Electronic: 5 respondents at 15 minutes per response, 12 responses annually = 15 hours

Total Annual Hour Burden: 147 hours

Cost:

Cost per hour: 147 hours at \$10 per hour = \$1,470

13. Estimate of Cost Burden:

Mailing forms:

11 respondents complete monthly forms on paper:

11 respondents x 12 forms annually = 132 annual responses

132 annual responses x \$0.44 mailing cost = **\$58.08**

There are no cost burdens associated with this collection aside from this cost. The information reported to DEA is maintained as a usual course of business practice.

14. Estimated Annualized Cost to Federal Government:

Costs to government:

Review and analysis of data: 1 GS-13 Program Analyst (30% of work year): \$37,831

Total cost to government: **\$37,831**

15. Reasons for Change in Burden: The adjustments to this information collection occurred due to population reductions for the affected industry, based on normal industry fluctuation.

16. Plans for Publication: The results of this information collection will not be published.

17. Expiration Date Approval: There is no specific form on which information is reported.

18. Exceptions to the Certification Statement: There are no exceptions to the certification statement.

Part B. Collections of Information Employing Statistical Methods: The Drug Enforcement Administration does not employ statistical methods in this information collection.