



Data Submission Guide for Controlled Substance Reporting

Texas Wholesale Distributor Database

June 2024
Version 1.0



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1 Document Overview

This document serves as a training guide and support manual for Texas-licensed manufacturers and wholesalers who are required to report to the Board of Pharmacy every sale, delivery, or other distribution within or into Texas of a Schedule II-V controlled substance that is made to any practitioner, pharmacy, hospital, veterinary hospital, or other person who is permitted to possess reportable drugs for administration or dispensing to patients. Per Section 431.401 of the Texas Health and Safety Code, intracompany sales (of pharmacies under common ownership) are not considered wholesaler distribution.

The Data Submission Guide includes such topics as:

- Reporting requirements for the Texas Wholesale Distributor Database (TWDD)
- Creating an TWDD Clearinghouse Account
- Uploading your report
- Viewing your report status
- Changing your password
- Error resolution

2 Reporting Requirements

2.1 Who Must Report?

Each Texas-licensed wholesaler (e.g., distributor, manufacturer, repackager, third-party logistics provider, etc.) must report to the Board every sale, delivery, or other distribution within or into Texas of any Schedule II-V controlled substance that is made to any practitioner, pharmacy, hospital, veterinary hospital, or other person in this state, with the exception of an educational or research program of a school district or public or private institution of higher education.

If the Texas-licensed wholesaler had no reportable deliveries or distributions, a "zero report" may be submitted instead (see [section 2.8](#) for additional information).

Texas-licensed wholesalers utilizing 3PLs to distribute schedule II-V controlled substances [Pursuant to Section 481.0766](#) of the Texas Health and Safety Code, must ensure these deliveries or distributions are correctly reported to the Board once and only once. Please coordinate with your 3PL to prevent duplicative transaction reporting.

Note: All qualifying transactions MUST be reported, regardless of whether a 3PL was utilized.

2.2 What Data Must Be Reported?

[Pursuant to Section 481.0766 of](#) the Texas Health and Safety Code, all wholesale distributions of Schedule II-V controlled substances as defined in the [Texas Schedules of Controlled Substances](#) must be reported. If no such distributions occurred, a "zero report" may be submitted (see [section 2.8](#) for additional information).

Automation of Reports and Consolidated Orders System (ARCOS) defines the format for the data reported. Data collected shall include the following:

- Reporting Registrant DEA
- Last Day of Reporting Period MMDDYYYY
- Reporting Frequency
- Central Reporter's DEA
- Transaction Code
- Action Indicator
- NDC Number
- Quantity
- Unit
- Associate Registrant DEA

- Order Form Number
- Transaction Date (MMDDYYYY)
- Correction Number
- Strength
- Transaction Identifier

Please refer to [Appendix A](#) for specific information on character length and order

2.3 What is the Frequency of Reporting?

Pursuant to Section 481.0766 of the Texas Health and Safety Code, distributions must be reported in the same format and with the same frequency as the information reported to the Federal Drug Enforcement Administration.

2.4 In What Format Must the Data be Reported?

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

Please ensure you take into account the format changes from 2000 to the ARCOS format ([Year 2000 Formatting Changes](#)).

2.5 Which ARCOS Transaction Codes Should be Included in the Report?

The TWDD Clearinghouse system may accept the following status codes:

ARCOS Transaction Codes:

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

2.6 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 a period, and the last date of the date that is being reported in MMDDYYYY format.

Example:

If submitting data to Texas, your file name should begin with "TX_". 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: TX_AB1234567.MMDDYYYY_1
- Submission two: TX_AB1234567.MMDDYYYY_2

2.7 How Should the Report be Submitted?

Reports should be uploaded to the Clearinghouse Portal.

Note: From this point forward, the Clearinghouse Portal may be referred to as the TWDD website.

- 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.

2.8 If a Facility Does Not Have Any Transactions to Report for the Reporting Period, is a Report Required?

If a facility does not have any transactions to report for the reporting period (the previous calendar year) AND has a DEA number, a zero report may be submitted.

A transaction is a sale, delivery, or other distribution within or into Texas of a Scheduled II-V controlled substance that is made to any practitioner, pharmacy, hospital, veterinary hospital, or other person who is permitted to possess reportable drugs for administration or dispensing to patients.

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

- **Submitting a Zero Report on the Texas Wholesale Distributor Database Reporting Website:**

[See Section 6.1 for detailed instructions.](#)

Note: A Texas License number is required. Facilities may enter multiple licenses using one DEA.

OR

- **Uploading an ARCOS-Formatted Zero Report File:**

A zero report transaction file contains a control record identifying the reporting facility 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. [See Section 6.2 for more detailed instructions.](#)

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

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

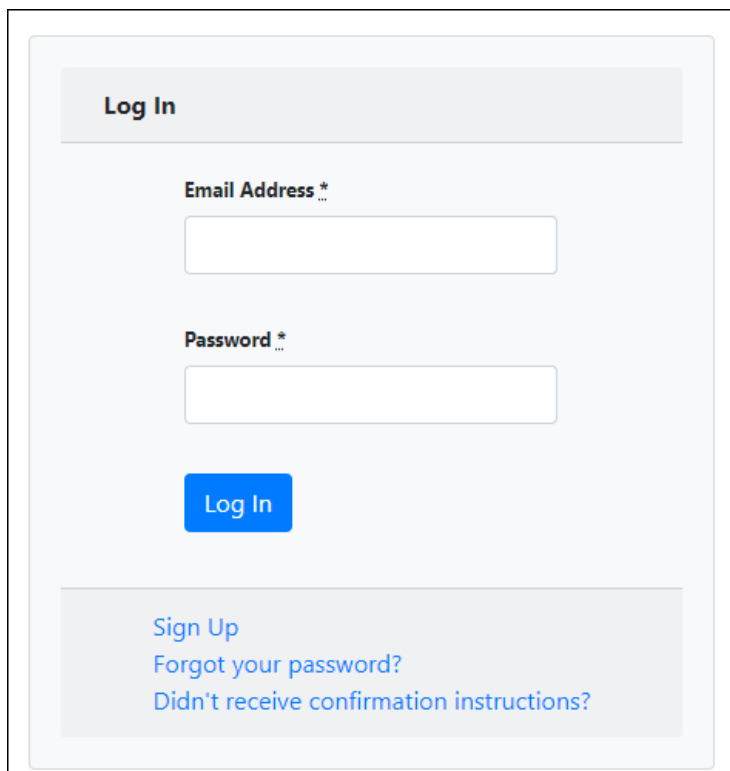
3 Accessing Controlled Substance Product Reporting

This chapter describes how to create your TWDD account and how to log in to the TWDD web portal to upload your controlled substance transaction files.

3.1 Creating Your Account

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

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

A screenshot of a web login form. At the top, there is a grey header bar with the text "Log In" in white. Below this, the form has two input fields: "Email Address *" and "Password *", both with asterisks indicating required fields. Below the password field is a blue button with the text "Log In" in white. At the bottom of the form, there is a grey footer bar containing three links: "Sign Up", "Forgot your password?", and "Didn't receive confirmation instructions?".

2. Click *Sign Up*.

The **Reporting Registration** page is displayed.

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 *

[Log In](#)
[Didn't receive confirmation instructions?](#)

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 TWDD website.

- b. Enter a password for your account in the **Password** field, then reenter 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.

Contact Information

First Name *

Last Name *

Company Information

DEA Number

Name *

Role *

Address *

City *

State *

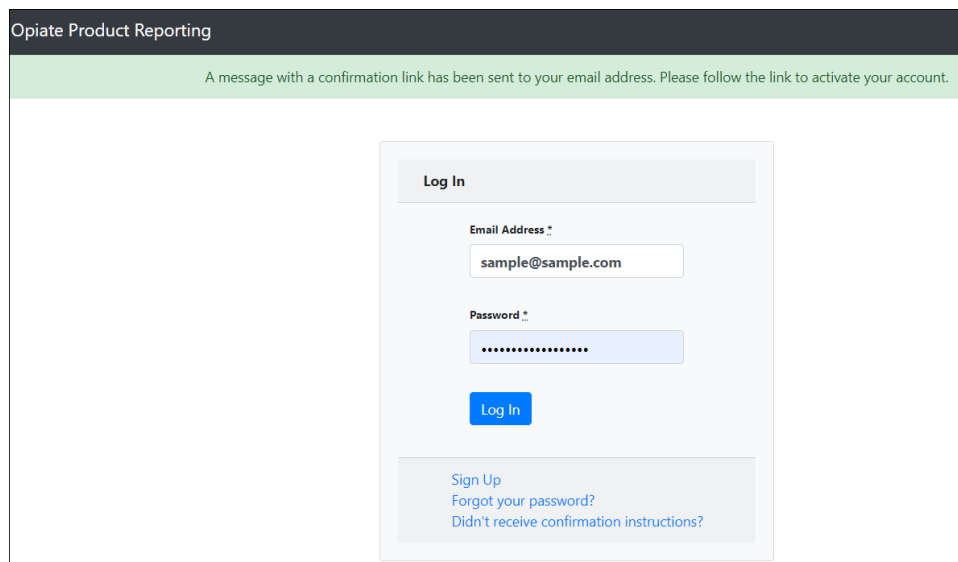
Zip code *

Phone *

Submit

5. Click *Submit*.

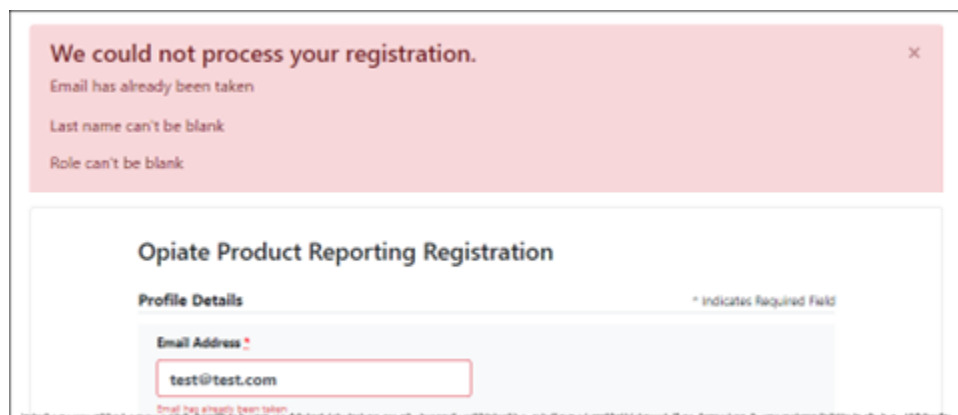
- a. If there are not any errors upon submission, your account is created. A message will display indicating that you need to confirm your email address to activate your account.



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

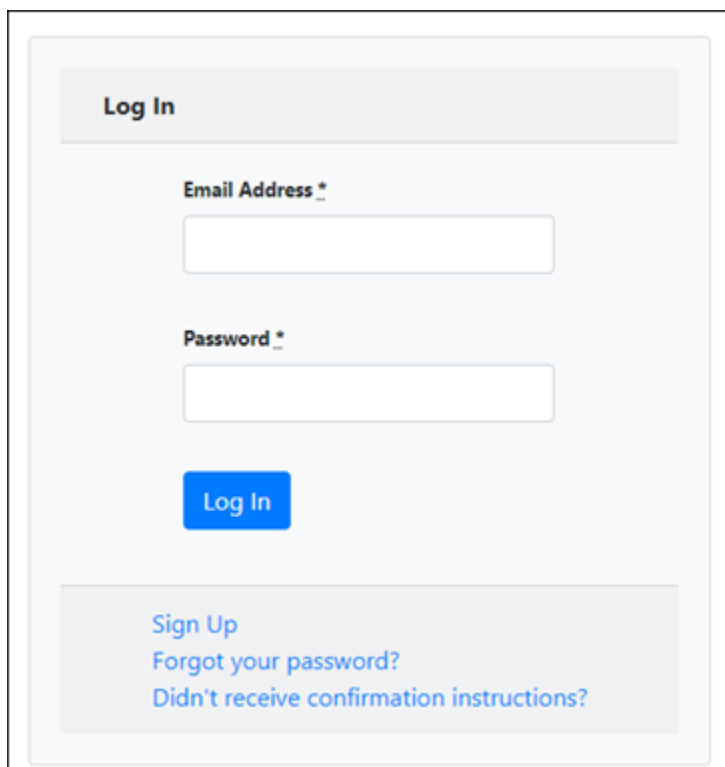
- b. If there are errors upon submission, the error message(s) will display at the top of the page.

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



3.2 Logging into the Reporting Site

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



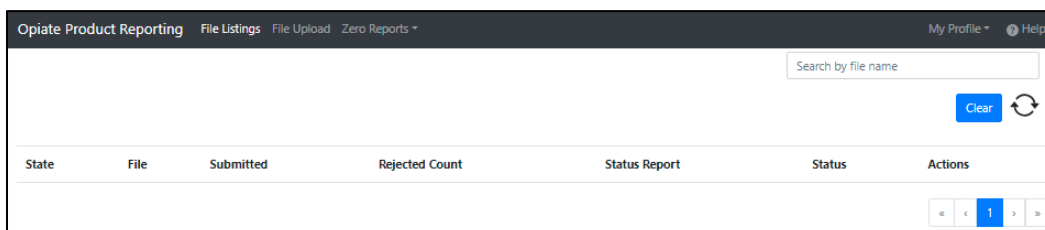
The login form is titled "Log In" and is contained within a light gray box. It features two input fields: "Email Address *" and "Password *". Below these fields is a blue "Log In" button. At the bottom of the form, there are three links: "Sign Up", "Forgot your password?", and "Didn't receive confirmation 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?*** option to have a link sent to your registered email address to assist with resetting your account's password.

4. Click *Login*.

The **Reporting** home page is displayed.



The screenshot shows the "Opiate Product Reporting" home page. The top navigation bar includes links for "File Listings", "File Upload", and "Zero Reports". On the right, there are links for "My Profile" and "Help". 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: "State", "File", "Submitted", "Rejected Count", "Status Report", "Status", and "Actions". The table is currently empty. At the bottom right of the table, there is a pagination control showing "1" and navigation arrows.

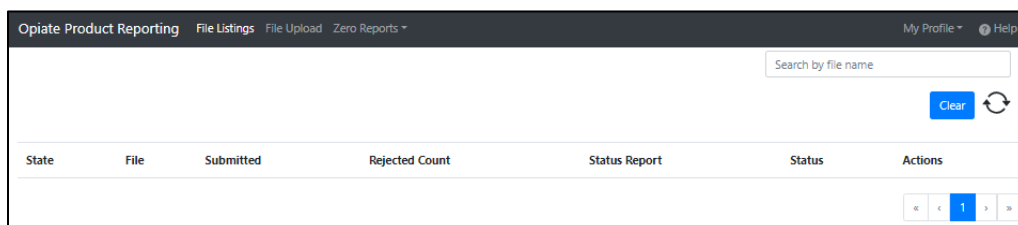
4 Submitting Your Report

4.1 Submission Overview

- If you do not have a TWDD account, perform the steps as outlined in the [Create Your Account](#) section of this document

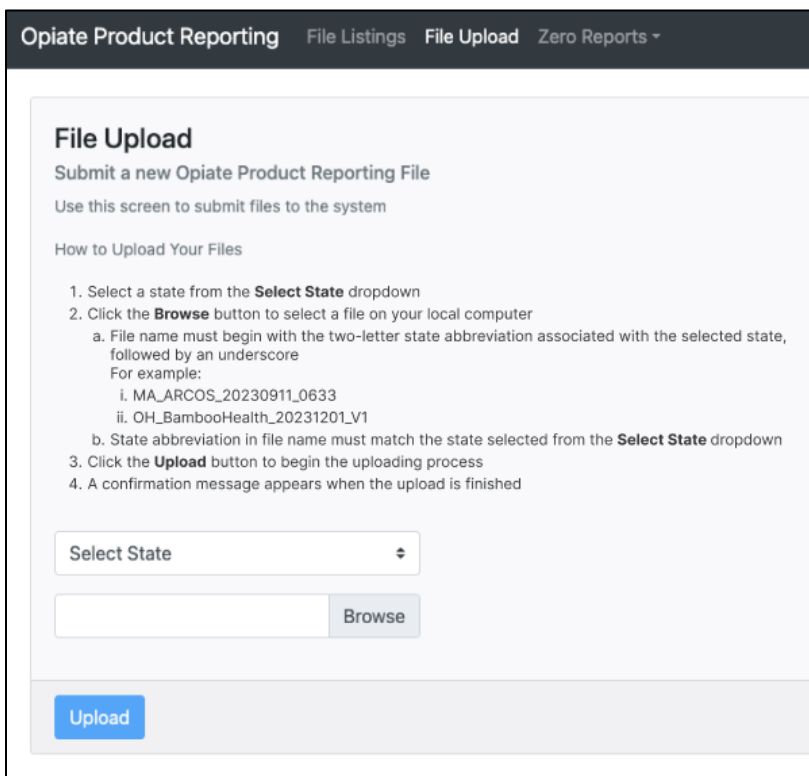
OR

- If you have already created an account, login to the TWDD Portal. This will bring you to the **Reporting** homepage.



The screenshot shows the 'Opiate Product Reporting' homepage. At the top, there is a navigation bar with links: 'Opiate Product Reporting', 'File Listings', 'File Upload', and 'Zero Reports'. On the right side of the bar are 'My Profile' and 'Help' links. Below the navigation bar is a search bar with the placeholder text 'Search by file name', a 'Clear' button, and a refresh icon. Below the search bar is a table with the following columns: 'State', 'File', 'Submitted', 'Rejected Count', 'Status Report', 'Status', and 'Actions'. At the bottom right of the table, there are pagination controls showing '1' of 1 pages.

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

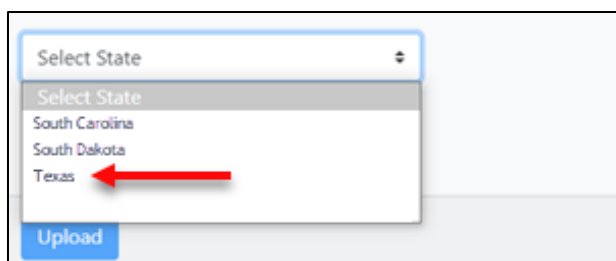


The screenshot shows the 'File Upload' page. At the top, there is a navigation bar with links: 'Opiate Product Reporting', 'File Listings', 'File Upload', and 'Zero Reports'. Below the navigation bar is a section titled 'File Upload' with the subtitle 'Submit a new Opiate Product Reporting File'. Below the subtitle is the text 'Use this screen to submit files to the system'. Below this text is a section titled 'How to Upload Your Files' with the following steps:

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. MA_ARCOS_20230911_0633
 - ii. OH_BambooHealth_20231201_V1
 - 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

Below the instructions is a 'Select State' dropdown menu, a text input field, and a 'Browse' button. At the bottom of the page is an 'Upload' button.

2. Select *Texas* 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 who and what data must be reported and in what format.
- TXT or DAT is 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 a unique file name consisting of reporter's DEA number, followed by a period, followed by the reporting date, and any suffixes needed to differentiate multiple reports as described in Section 2.6

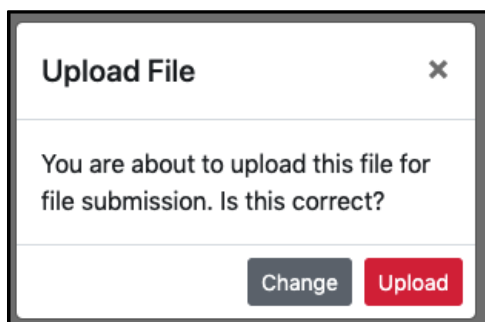
Example:

TX_AB1234567.MMDDYYYY.txt

TX_AB1234567.MMDDYYYY.dat

4. Click *Upload*.

A message will display 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 submission of your report.

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

4.2 Upload Errors

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

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

Texas

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

An example for an appropriate control record can be found below:

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

A control record looks like this: [AB9999999*01312021QAA9999999](#)

Field Name	Data Field Number	Column Position	Characters	Possible Values	Example
*REPORTING REGISTRANT	1	1-9	9		AB9999999
*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

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:

The screenshot displays the 'File Upload' section of the 'Opiate Product Reporting' application. The interface includes a navigation bar with 'File Listings', 'File Upload', and 'Zero Reports'. The main content area provides instructions on how to upload files, including a 'Select State' dropdown and a 'Browse' button. A file named 'Rpg-Period-Blank.txt' is selected, and a red error message 'Reporting period can't be blank' is displayed below the file name. An 'Upload' button is visible at the bottom.

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. MA_ARCOS_20230911_0633
 - ii. OH_BambooHealth_20231201_V1
 - 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. MA_ARCOS_20230911_0633
 - ii. OH_BambooHealth_20231201_V1
 - 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

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

5 Status Reports

Status Reports are used to confirm receipt of files and identify errors in files that have been submitted. After submission of their Texas Wholesale Distributor Database **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 TWDD website.

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

5.1 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

5.2 Viewing a Status Report

To view a **Status Report**:

1. Log into TWDD website.
2. Click the blue *Status Report* button.

Opiate Product ReportingFile ListingsFile UploadZero ReportsMy Profile

Search by file name

Clear

File	Submitted	Rejected Count	Status Report	Status	Actions
ARCOS_FILE_IIDAT	10/15/2021	1	Status Report	Processed	
ARCOS_FILE_IDAT	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 OPR website, 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 TWDD website.

[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

5.3 File Failed Status Report

In most cases, an invalid file cannot be uploaded as described in [Section 4.1](#). In the 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 **Failed File 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.

5.4 Error Corrections

If a transaction record was misreported to the Board, 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.

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.

6 Submitting a Zero Report

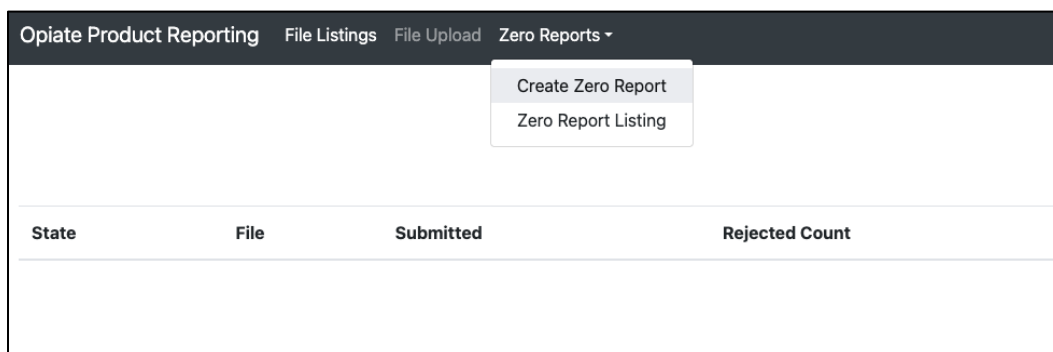
If a facility does not have any transactions to report for the reporting period AND has a DEA number, a zero report may be submitted.

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

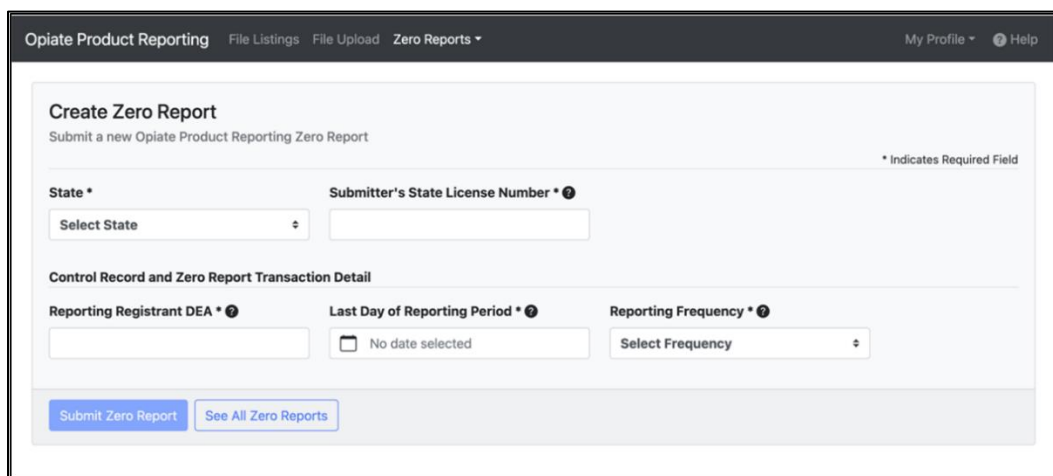
Note: A transaction is considered a sale, delivery, or other distribution within or into Texas of a Schedule II-V controlled substance that is made to any practitioner, pharmacy, hospital, veterinary hospital, or other person who is permitted to possess reportable drugs for administration or dispensing to patients.

6.1 Creating a Zero Report via TWDD 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 'Opiate Product Reporting' header with a 'Zero Reports' dropdown menu. The dropdown menu contains two options: 'Create Zero Report' and 'Zero Report Listing'. Below the menu is a table with the following headers: State, File, Submitted, and Rejected Count.




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

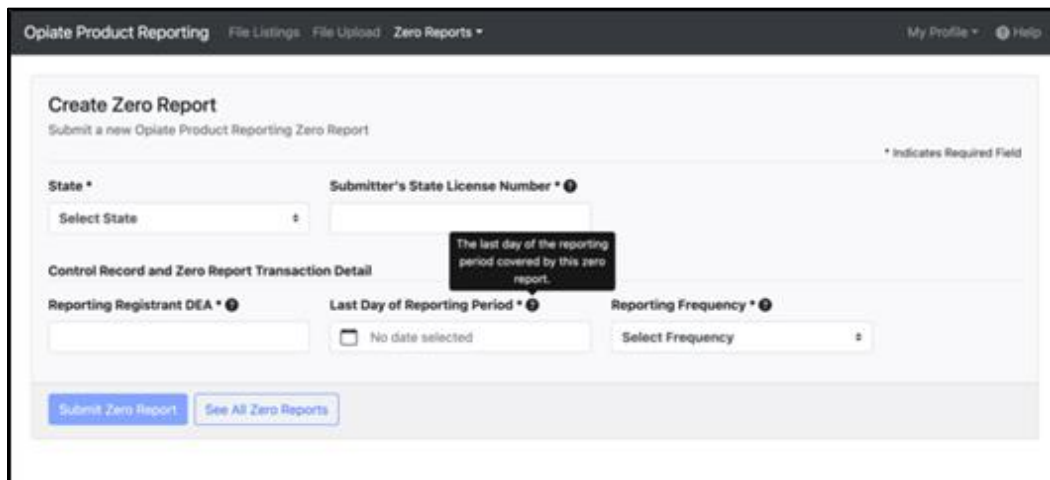
- State ***: A dropdown menu with 'Select State'.
- Submitter's State License Number ***: A text input field.
- Control Record and Zero Report Transaction Detail**: A section containing three fields:
 - Reporting Registrant DEA ***: A text input field.
 - Last Day of Reporting Period ***: A date picker with 'No date selected'.
 - Reporting Frequency ***: A dropdown menu with 'Select Frequency'.
- Buttons**: 'Submit Zero Report' and 'See All Zero Reports'.

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** (Texas).
- b) ***Submitter's State License Number** – Enter your Texas Department of State Health Services (DSHS) issued license number(s). The license number should be the submitter's (aka central reporter) state license number. If your entity possesses multiple license numbers from this state, please enter all license numbers associated with the DEA number entered, separating each license number with a semicolon and space ("; ").
Example: 123456; 987654
- c) ***Reporting Registrant DEA** – The Reporting Registrant DEA is the DEA registration number for the facility 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., quarterly or 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**:



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

Create Zero Report
Submit a new Opiate Product Reporting Zero Report

* Indicates Required Field

State *
Minnesota

Submitter's State License Number *
1234

Control Record and Zero Report Transaction Detail

Reporting Registrant DEA *
BK0121258

Last Day of Reporting Period *
Saturday

Reporting Frequency *
Yearly

Submit Zero Report
You are about to submit a Zero Report to Minnesota. Please confirm.

Change Submit

- 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**.

Zero Report Listing
Web Submissions

Create Zero Report
Zero Report Listing

Search by DEA or State License #

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

Create New Zero Report

6.2 Uploading a Zero Report via an ARCOS File

- Your file should contain a control record identifying the reporting facility 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.

- Open an internet browser and navigate to the **Reporting** page located at <https://pmpclearinghouse.net/opiatereporting>.
 - 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. MA_ARCOS_20230911_0633
 - ii. OH_BambooHealth_20231201_V1
 - 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 *Texas* from the **Select State** dropdown menu.

Select State ▾

Select State

Maine

Minnesota ←

Ohio

Oklahoma

Upload

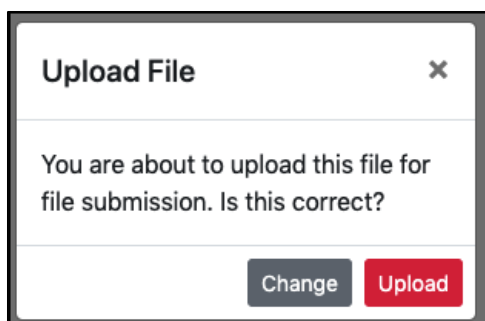
5. Click *Browse* and select the report file.

Notes:

- Please refer to [Appendix B](#) within this document for information on zero report requirements for TWDD.
- File name **must** begin with the two-letter state abbreviation, followed by an underscore, DEA number, followed by a period and Date Format MMDDYYYY (e.g., TX_AB123456.MMDDYYYY).

6. Click *Upload*.

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



7. If you need to make many 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.

7 Changing Your Password

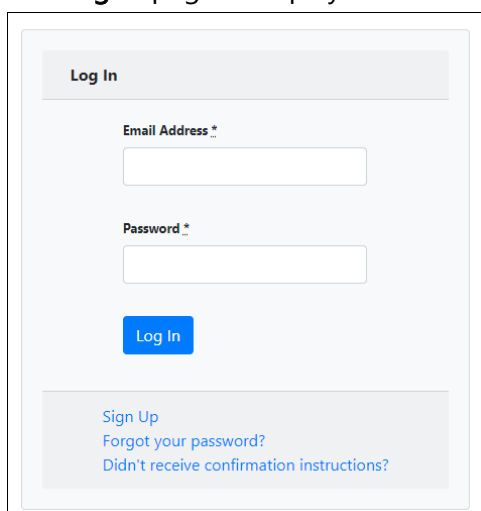
There are two ways you can manage your password:

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.

7.1 Forgotten Password

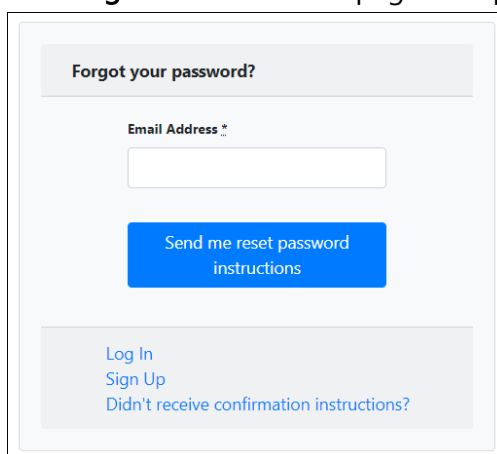
1. Open an internet browser and navigate to the **Reporting** login page located at <https://pmpclearinghouse.net/opiatereporting>.

The **Log In** page is displayed.

A screenshot of the 'Log In' page. At the top, there is a header 'Log In' in a grey box. Below it, there are two input fields: 'Email Address *' and 'Password *'. A blue 'Log In' button is positioned below the password field. At the bottom, there is a grey box containing three links: 'Sign Up', 'Forgot your password?', and 'Didn't receive confirmation instructions?'.

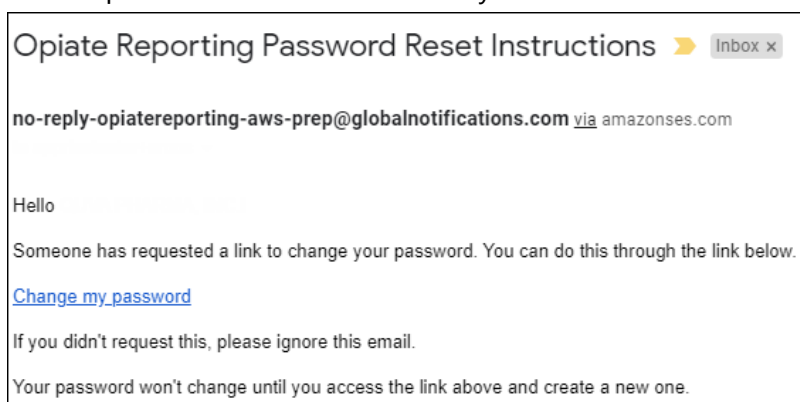
2. Click the **Forgot your password?** Link.

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

A screenshot of the 'Forgot your password?' page. At the top, there is a header 'Forgot your password?' in a grey box. Below it, there is an input field for 'Email Address *'. A blue button labeled 'Send me reset password instructions' is positioned below the email field. At the bottom, there is a grey box 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?".

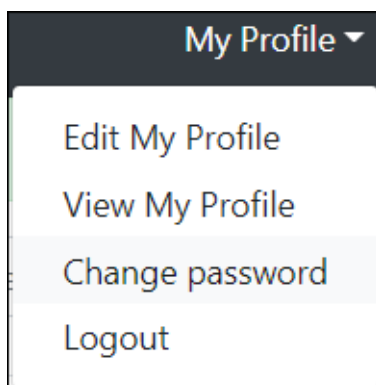
5. Enter a new password in the **New Password** field, then re-enter it in the **Confirm new password** field.
6. Click *Submit*.
Your password is updated, and you will use the new password the next time you login to the system.

7.2 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', 'New password', and 'Password confirmation'. Each field has a red asterisk indicating a required field. The 'Current password' field is filled with dots. Below the input fields are two buttons: 'Update' (blue) and 'Cancel' (gray).

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.

8 Assistance and Support

8.1 Technical Assistance

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

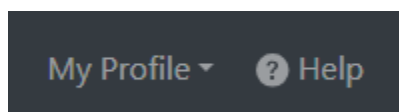
- Contact Bamboo Health at 1-844-966-4767

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 Texas Wholesale Distributor Database Clearinghouse page to link directly to Bamboo Health online support.



Technical assistance is available Monday through Friday from 8:00 a.m. – 5:00 p.m. CT.

8.2 Administrative Assistance

If you have non-technical questions regarding the **Texas Wholesale Distributor Database (TWDD)**, please contact:

ADDRESS: Texas State Board of Pharmacy
1801 Congress Ave., Suite 13.100
Austin, TX 78701

Email: texaspmp@pharmacy.texas.gov

Phone: 1-512-305-8050

Website: www.pharmacy.texas.gov/PMP

9 Document Information

9.1 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.

9.2 Change Log

Version	Date	Chapter/Section	Change Made
1.0		N/A	N/A; initial publication

Appendix A: ARCOS Report Requirements for Texas Wholesale Distributor Database

ARCOS uses 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 reporting period, e.g., 12312021
Reporting Frequency	1	R	
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	1	11	
NDC Number	R	11	12-22	
Quantity	R	8	23-30	

Unit	O	1	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	1	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**000000022BC9999999000999999123120209999999910000000000001

Appendix B: Zero Report Requirements for TWDD

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

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 reporting period, e.g. 12312021
Reporting Frequency	1	R	
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

