INTERNATIONAL NARCOTICS CONTROL BOARD
Psychotropics Control Section

CONVENTION ON PSYCHOTROPIC SUBSTANCES OF 1971

Training material for competent national authorities

Module IV.

Guidelines for the preparation of reports to the International Narcotics Control Board

UNITED NATIONS

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Foreword

The present training material has been prepared by the International Narcotics Control Board (INCB) to help Governments better understand and comply with the provisions and requirements of the Convention on Psychotropic Substances of 1971 and related resolutions of the Economic and Social Council and the Commission on Narcotic Drugs. It comprises four modules:

Module I International control and availability of psychotropic substances

Module II Assessment system for psychotropic substances

Module III International trade in psychotropic substances

Module IV Guidelines for the preparation of reports to the International Narcotics Control Board

The present module contains explanations and examples of how to prepare and report annual and quarterly statistics on psychotropic substances. In conjunction with the module, the latest versions of the following forms and the Green List are available to competent national authorities on the INCB website (www.incb.org):

- List of psychotropic substances under international control (Green List)
- Annual statistical report on substances listed in the Convention on Psychotropic Substances of 1971 (form P)
- Quarterly statistics on imports and exports of substances in Schedule II of the Convention on Psychotropic Substances of 1971 (form A/P)

Competent national authorities are also encouraged to consult the INCB technical report on psychotropic substances, entitled *Psychotropic Substances: Statistics for [...]; Assessments of Annual Medical and Scientific Requirements for Substances* (available on the INCB website), which provides a detailed analysis of annual trends in the manufacture, stocks, trade and consumption of psychotropic substances that have had significant presence on the licit market, as well as additional information on new developments.

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CHAPTER I.

Reports to the International Narcotics Control Board

The International Narcotics Control Board (INCB) is responsible for monitoring the implementation of the provisions of the Convention on Psychotropic Substances of 1971;[1] implementation itself is the task of Governments. In order to perform its monitoring function effectively, INCB needs the close cooperation of Governments. In concrete terms, INCB accomplishes the monitoring largely by reviewing the information that Governments are required to submit to it pursuant to article 16, paragraphs 4 and 5, and the additional information provided voluntarily, in conformity with the relevant resolutions of the Economic and Social Council and the Commission on Narcotic Drugs.

The statistical returns system is the cornerstone of the system of international control of psychotropic substances. The punctuality of the submission of reports and their comprehensiveness and reliability reflect to a large extent how Governments have implemented the provisions of the Convention and the recommendations of INCB endorsed by the Economic and Social Council in its various resolutions. Accordingly, one of the most important aspects of each Government's cooperation with INCB is the due and prompt submission of statistical information on the following:

(a) **Substances in Schedule I.** Data on quantities manufactured, on quantities exported to and imported from each country or region (together with the name of each country or region) and on stocks held by manufacturers; in addition, data on the use of substances for the manufacture of other psychotropic substances and on the quantity consumed may also be provided voluntarily;

(b) **Substances in Schedule II**. The same information as is required with respect to substances in Schedule I; in addition, data on quantities used in the manufacture of exempt preparations and non-psychotropic substances or products; data on the use of substances for the manufacture of other psychotropic substances and on the quantity consumed may also be provided voluntarily;

(c) **Substances in Schedule III.** Data on quantities manufactured and on quantities used in the manufacture of exempt preparations and non-psychotropic substances or products; data on total quantities exported and imported. On a voluntary basis, export and

[1] United Nations, *Treaty Series*, vol. 1019, No. 14956.

import data should be accompanied by the names of the reporting country's trading partners and the quantities imported from and exported to them. Data on stocks held by manufacturers, on the use of substances for the manufacture of other psychotropic substances and on the quantity consumed may also be provided voluntarily;

(d) **Substances in Schedule IV.** Data on quantities manufactured, on quantities used for the manufacture of non-psychotropic substances or products and on total quantities exported and imported. On a voluntary basis, export and import data should be accompanied by the names of the reporting country's trading partners and the quantities imported from or exported to them. Data on stocks held by manufacturers, on quantities used for the manufacture of exempt preparations, on the use of psychotropic substances for the manufacture of other psychotropic substances and on the quantity consumed may also be provided voluntarily.

The Commission, in its resolution 54/6, encouraged Member States to report to INCB data on the consumption of psychotropic substances in order to enable the Board to analyse levels of consumption of psychotropic substances in an accurate manner and to promote their adequate availability. As such, parties to the 1971 Convention are encouraged to include in their statistical reports data on the consumption of psychotropic substances when possible. Further information on consumption data, including on the methodologies most commonly used to collect such data, is contained in module I of the present training material.

The statistical reports are checked by INCB, which may request Governments to provide additional information in order to clarify some of the data furnished. A summary of the statistical information received is published annually by INCB in the electronic version of *Psychotropic Substances: Statistics for [...]* (available at www.incb.org), in a form allowing comparisons over time and between countries. States parties to the 1971 Convention thus have the possibility of studying the publication in order to ascertain whether obligations under the Convention have been respected.

To assist Governments in complying with the reporting requirements, at the beginning of each year, INCB distributes special forms on which the required statistics are to be entered. Form P is to be completed with the data for the previous year. For example, on forms distributed by INCB in January 2023, statistical data are requested for the year 2022.

In addition to the Green List and form P, every three months, INCB distributes form A/P for the reporting of quarterly trade statistics on substances in Schedule II. On form B/P, which is distributed once a year, Governments are requested to update their assessments of annual medical and scientific requirements for substances in Schedules II–IV. Such assessments do not need to include the assessments of the quantities for export or re-export. While the assessments are to reflect requirements for one year, in order not to unduly burden national administrations, assessments are viewed as valid for three years from the date of submission, unless a new assessment is received by INCB. The table below shows the frequency of submission and the submission dates of the forms used for reporting.

Form	Name	Frequency of submission	Submission date
Form P	Annual statistical report on substances listed in the 1971 Convention	Annually	30 June each year
Form A/P	Quarterly statistics on imports and exports of substances listed in Schedule II of the 1971 Convention	Quarterly	End of each quarter
Form B/P	Assessments of annual medical and scientific requirements for substances listed in Schedules II, III and IV of the 1971 Convention	At least once every three years	No fixed deadline
Supplement to form B/P	Modification of individual assessments	As necessary	Anytime

Detailed guidance on how to fill in form B/P and the supplement to form B/P is provided in module II, on the assessment system.

CHAPTER II.

Guidelines for the preparation of reports to the International Narcotics Control Board

A. List of psychotropic substances under international control: the Green List

A list of psychotropic substances under international control, known as the Green List, is published annually by INCB to assist government officials, in particular those in drug control administrations and customs, in the execution of control functions required by the 1971 Convention. It contains background information for the completion of the annual statistical report on psychotropic substances (form P) to be submitted to INCB in accordance with article 16 of the 1971 Convention, the quarterly statistics on imports and exports of substances in Schedule II of the 1971 Convention (form A/P) and the assessment of annual medical and scientific requirements for substances in Schedules II, III and IV of the 1971 Convention (form B/P), as requested by the Economic and Social Council in its resolutions 1576 (L) and 1981/7.

The Green List is divided into three parts and is updated as necessary to include scheduling decisions of the Commission on Narcotic Drugs and any new related data made available to INCB.

1. Part one. Substances in Schedules I, II, III and IV of the Convention on Psychotropic Substances of 1971

Part one of the Green List lists all the substances included in Schedules I, II, III and IV of the 1971 Convention. Each substance is indicated by its international non-proprietary name (INN), as established by the World Health Organization WHO, or its other non-proprietary or trivial names, as well as by a chemical name. The INN or, if that is not available, a non-proprietary or trivial name published in the Green List should be used at all times:

(a) In import and export authorizations (see the 1971 Convention, art. 12, para. 1 (b)) and in export declarations (art. 12, para. 2 (a));

(b) In notifications to the Secretary-General of the United Nations (arts. 2, 3 and 13) and in all reports to and communications with INCB (art. 16).

More detailed information on the names and the chemical and structural formulae of the controlled substances can be found in the *Multilingual Dictionary of Narcotic Drugs and Psychotropic Substances under International Control*.[2]

Part one of the Green List also provides interpretation guidelines concerning the stereoisomers of substances in Schedules II, III and IV of the 1971 Convention (the stereoisomers of substances in Schedule I, whenever the existence of such stereoisomers is possible within the specific chemical designation and unless specifically excepted, are included in Schedule I). With respect to the control of the stereoisomers of the psychotropic substances listed in Schedules II, III and IV of the 1971 Convention, the following criteria should apply:

(a) If the chemical designation of a specific enantiomer is not indicated or only the racemic form of the substance is listed, both the *R*- and *S*-enantiomers and the *RS*-racemate are controlled, unless specifically excepted by a decision of the Commission on Narcotic Drugs;

(b) If a specific enantiomer is indicated, the racemic form of the substance is also controlled, unless specifically excepted by a decision of the Commission, and the other enantiomer is not controlled. When one enantiomer is controlled, a mixture of that enantiomer with the other enantiomeric substance is controlled. In the case of substances whose molecule contains more than one chiral centre, all the diastereoisomers and their racemic pairs are controlled, unless specifically excepted by a decision of the Commission. When a specific diastereoisomer is indicated, only that diastereoisomer is controlled.

When available, the Chemical Abstracts Service (CAS) registry numbers for substances in Schedules II, III and IV are included in the list. Those numbers facilitate the rapid identification of the substances and are very useful for law enforcement officials and customs officers.

2. Part two. Pure drug content of bases and salts of psychotropic substances under international control

Part two of the Green List contains a table showing the theoretical percentage of anhydrous base content of bases and salts of psychotropic substances under international control. All documents such as import and export authorizations and transport documents, as well as reports such as forms P, A/P and B/P, should indicate the quantity by weight of the theoretical percentage of anhydrous base of each psychotropic substance, excluding the weight of any non-psychotropic substance that may be compounded with it. The percentage indicated for each base or salt is approximate and may differ slightly from the actual percentage. However, in order to make the statistics, reports and documents universally comparable, those figures should always be used. For any base or salt for which no theoretical percentage of anhydrous base content is indicated, the information should be obtained from the manufacturer, and INCB should be advised accordingly.

[2] United Nations publication, Sales No. M.06.XI.16.

Conversion into pure anhydrous base

EXAMPLE 1

A country imports 2 kg of metamfetamine hydrochloride and 2 kg of metamfetamine bitartrate. The theoretical percentages of anhydrous base (conversion factors) indicated in the Green List are 80.4 and 49.9 per cent, respectively, meaning that the quantities above correspond to 1.608 kg and 0.998 kg of pure anhydrous base. Thus, 2.606 kg should be reported as imports in the appropriate columns of forms P and A/P, as shown below.

Substance in salt form	Conversion into anhydrous base	Imports to be reported
Metamfetamine hydrochloride 2 kg	Metamfetamine base 2 × 0.804	Metamfetamine 1.608 kg
Metamfetamine bitartrate 2 kg	Metamfetamine base 2 × 0.499	Metamfetamine 0.998 kg

Total quantity to be reported: metamfetamine; 2.606 kg

EXAMPLE 2

In the case of preparations containing two or more psychotropic substances, the quantity of each of the component psychotropic substances should be mentioned in documents and reports.

For example, a country imports 18 kg of Binoctal. Each tablet of this preparation contains 50 milligrams (mg) of amobarbital sodium (42 per cent of the preparation) and 70 mg of secobarbital sodium (58 per cent of the preparation).

Therefore, 18 kg of the preparation Binoctal contains 18 kg × 0.42 = 7.56 kg of amobarbital sodium. Applying a conversion factor of 91.1 per cent results in 6.89 kg of pure base substance. For secobarbital sodium, the same process is applied: 18 kg × 0.58 = 10.44 kg of secobarbital sodium. After applying the conversion factor of 90.6 per cent, this corresponds to 9.458 kg of pure base substance.

On form P, 6.89 kg of amobarbital (listed under Schedule IV) and 9.458 kg of secobarbital (listed under Schedule II) should be reported as imports, as shown below.

Substance in salt form in the pharmaceutical preparation Binoctal	Percentage of the substance in the preparation	Conversion into anhydrous base	Quantity to be reported
Amobarbital sodium 18 kg	Amobarbital sodium 18 × 0.42 = 7.56 kg	Amobarbital base 7.56 kg × 0.911 = 6.89 kg	Amobarbital 6.89 kg
Secobarbital sodium 18 kg	Secobarbital sodium 18 × 0.58 = 10.44 kg	Secobarbital base 10.44 × 0.906 = 9.458 kg	Secobarbital 9.458 kg

The last column shows the figure to be reported, in this case, for each substance under "Imports".

3. Part three. Prohibition of and restrictions on export and import pursuant to article 13 of the Convention on Psychotropic Substances of 1971, by prohibited substance

Part three of the Green List refers to the prohibitions of and restrictions on export and import pursuant to article 13 of the 1971 Convention.

Part three lists alphabetically all the notifying countries, followed by the prohibited substances and dates of notifications by the Secretary-General. It also lists alphabetically all the prohibited substances, together with the names of the notifying countries.

The prohibitions are effective, with respect to exporting countries, as at the date of receipt of the Secretary-General's notification.

B. General information on reporting to the International Narcotics Control Board

When completing INCB statistical reports (forms P and A/P), the following general guidelines should be observed:

(a) With regard to the psychotropic substances listed in Schedules I, II, III and IV, Governments are requested to report the quantities in kilograms;

Example: Import of 2 kg and 350 g of methylphenidate (Schedule II): the figure to be reported is 2.35 kg.

Example: Import of 2 kg and 690 g of amfepramone (Schedule IV): in this case the figure 2.69 kg should be entered in the appropriate column for import of amfepramone.

(b) As indicated above, all statistical data entered on forms P, A/P and B/P should represent the weight of the pure anhydrous base of each psychotropic substance,

excluding the weight of any non-psychotropic substance that may be combined or mixed with it. Part two of the Green List contains, for bases and salts, the theoretical percentage of anhydrous base;

(c) In the case of preparations containing two or more psychotropic substances, the quantities of each of the component psychotropic substances should be reported by its weight of theoretical percentage of anhydrous base;

(d) The actual quantity of a psychotropic substance contained in an ampoule is generally greater than the ampoule's nominal content; the statistics should take into account the nominal (labelled) quantity of the psychotropic substance contained in the ampoule and not the ampoule's actual content.

Individual guidelines for forms P and A/P are provided below. Attention is drawn in particular to cases of frequent mistakes and misunderstandings in government reports.

Guidelines for form B/P are contained in module II, on the assessment system.

C. Annual statistical report on substances listed in the Convention on Psychotropic Substances of 1971 (form P)

1. Description of data required

Form P should be sent to INCB no later than 30 June of the year following the year to which the relevant statistics relate. The instructions for filling in the form are given on pages 3–5 of form P. On page 1 of the form, the name of the country or territory providing the report, the date of the report, the name of the competent office and the title or function of the person signing the report, as well as his or her name and signature, must be provided. The calendar year to which the statistics relate must also be stated. In the space provided on page 2 for remarks, the reporting authority can communicate to INCB any information facilitating the proper understanding of the reported statistics. Such information may, for example, refer to a substance that was put under international control only during the year to which the report relates, in which case the reporting authority may wish to inform INCB that statistics relating to that substance cover only the period following the date on which the inclusion of the substance in the specific schedule of the 1971 Convention became fully effective (see art. 2 of the 1971 Convention) and not the whole calendar year.

2. Part one. Statistical data on the manufacture, utilization, stocks, imports, exports and consumption of substances in Schedules I, II, III and IV of the 1971 Convention and/or their salts

On pages 6–12 of form P, all the psychotropic substances are listed, schedule by schedule, in column 1. Substances are indicated by their INNs and/or their other non-proprietary or trivial names as indicated in the relevant edition of the Green List. Columns 2–8 on each page should be filled in with the data required under each column heading, as shown below.

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufac-ture of non-psycho-tropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports (these quan-tities must be detailed by country or region of origin in section V)	Total exports (these quan-tities must be detailed by country or region of destination in section VI)	Quantity consumed

The data requested in column 4 are voluntary for substances listed in Schedule IV. The data requested in column 5 are voluntary for substances listed in Schedule III or IV. The data requested in column 8 are voluntary for all substances, although Governments are encouraged to report them, pursuant to Commission on Narcotic Drugs resolution 54/6.

KEY INFORMATION

Although some statistical reporting for psychotropic substances is on a voluntary basis, INCB encourages Governments to provide complete statistical reports in order to enable the Board to fully execute its treaty obligations.

Column 1: Substance

The psychotropic substances currently under international control are listed in the Green List by schedule and by INN. Also under international control are the salts of the psychotropic substances whenever the existence of such salts is possible. However, the substances should be indicated in theoretical percentage of anhydrous base.

REPORTING ANNUAL STATISTICS ON TETRAHYDROCANNABINOL (THC) AND ITS ISOMERS (SCHEDULE I) AND *DELTA*-9-TETRAHYDROCANNABINOL (*DELTA*-9-THC) (SCHEDULE II) ON FORM P

Starting with data related to 2024, Governments should report statistical information on tetrahydrocannabinol and its isomers and *delta*-9-tetrahydrocannabinol, as follows:

- In Parts I to III, the reporting authority should indicate an aggregate figure of the total quantity of pure anhydrous base of THC and *delta*-9-THC, of natural and synthetic origin.

- In Part IV, the reporting authority should provide details on the manufacture and manufacturers' stocks of THC and its isomers and *delta*-9-THC of natural and synthetic origin separately. Quantity of THC and its isomers and of *delta*-9-THC obtained from cannabis (natural origin) are also to be reported on Form C – Annual Statistics of Production, Manufacture, Consumption, Stocks and Seizures of Narcotic Drugs.

- In addition, in Part IV, Governments are invited to provide, on a voluntary basis, details on trade and consumption of THC and *delta*-9-THC of natural and synthetic origin separately.

Column 2: Quantity manufactured

Information on the total quantity that has been manufactured domestically from 1 January to 31 December of a given year must be provided for the substances in all schedules of the 1971 Convention. The quantity should be expressed in kilograms.

A common error in reports is the reporting of data on manufactured quantities that have been used for the manufacture of preparations containing psychotropic substances and/or on quantities that have been either tabletted or processed into other pharmaceutical dosage forms:

(a) To avoid these quantities being counted twice, they should not be included in the figure for manufacture, since they will already have been reported at the stage of their bulk manufacture in the reporting country itself or in the country from which the psychotropic substance in bulk form was imported by the reporting country. In this case, only the manufacture of the substance in bulk form and/or the salt (that is, the quantity of its pure anhydrous base content) should be reported;

EXAMPLE 3

A country imports 2 kg of metamfetamine hydrochloride and 2 kg of metamfetamine bitartrate. The theoretical percentages of anhydrous base (conversion factors) indicated in the Green List are 80.4 and 49.9 per cent, respectively, meaning that the quantities above correspond to 1.608 kg and 0.998 kg of pure anhydrous base. Thus, 2.606 kg should be reported as imports in the appropriate columns of forms P and A/P, as shown below.

Substance in salt form	Conversion into anhydrous base	Imports to be reported
Metamfetamine hydrochloride 2 kg	Metamfetamine base 2 × 0.804	Metamfetamine 1.608 kg
Metamfetamine bitartrate 2 kg	Metamfetamine base 2 × 0.499	Metamfetamine 0.998 kg

Total quantity to be reported: metamfetamine; 2.606 kg

EXAMPLE 4

During a given year, country A manufactures 100 kg of phenobarbital sodium, uses 40 kg to manufacture preparations (for example, tablets containing 100 mg each of phenobarbital sodium) and exports 60 kg in bulk form to country B. Country B uses the 60 kg imported from country A to manufacture preparations for injections and for tablets.

The conversion factor for phenobarbital sodium into anhydrous base substance is 91.4 per cent.

Calculations for country A

Quantity of the substance in salt form	Conversion into anhydrous base	Quantity manufactured to be reported	Exports to be reported
Phenobarbital sodium	Phenobarbital base	Phenobarbital	Phenobarbital
100 kg	100 × 0.914 = 91.4	91.4 kg	
60 kg	60 × 0.914 = 54.84		54.84 kg

Country A should report on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Phenobarbital	91.4					54.84	

Calculations for country B

Quantity of the substance in salt form	Conversion into anhydrous base	Quantity manufactured to be reported	Imports to be reported
Phenobarbital sodium	Phenobarbital base	Phenobarbital	Phenobarbital
60 kg	60 × 0.914 = 54.6		54.6 kg

Country B should report on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Phenobarbital					54.6		

Note: If any quantity of phenobarbital imported by country B is used for domestic consumption, then country B is encouraged to report the quantity in column 8 (see below for further explanations).

(b) However, in the case of a continuous manufacturing process that does not go through the intermediate stage of the manufacture of psychotropic substances in bulk form, but leads directly to the final preparations containing psychotropic substances, the reporting of data on quantities manufactured should include the quantities of the psychotropic substances contained in the manufactured preparations.

EXAMPLE 5

During a given year, country A does not manufacture phenobarbital in bulk form. It has not imported phenobarbital in bulk form and has no stocks of phenobarbital. Instead, it manufactures 100,000 tablets of preparations containing phenobarbital base (for example, each tablet containing 100 mg of phenobarbital base) from non-psychotropic starting material.

Calculations for country A

Quantity of the preparations containing phenobarbital base	Quantity of phenobarbital contained in the preparations	Quantity of manufactured phenobarbital to be reported
100 000 tablets	100 000 × 0.1 g = 10 000 g	10 000 g = 10 kg

Country A should report on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, para-graphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Phenobarbital	10						

Column 3: Quantity used for the manufacture of non-psychotropic substances or products (Schedules II, III and IV only)

In accordance with article 4, paragraph (b), of the 1971 Convention, for each psychotropic substance listed in Schedules II, III and IV, the quantity utilized for the manufacture of non-psychotropic substances or products should be indicated. This quantity should include the total amount placed in the manufacturing process during the year to which the statistics refer, even if the manufacturing process was not completed by the end of that year. Since substances in Schedule I should not be used for the manufacture of non-psychotropic substances or products (see arts. 4 and 7 of the 1971 Convention), column 3 of form P should not be used for substances in Schedule I, except under exceptional circumstances.

KEY INFORMATION

One common error is the reporting of the use of a psychotropic substance in the manufacture of products that do not constitute a new substance, but are, in fact, a preparation containing the psychotropic substance in question (for example, tablets). These preparations should be subject to the same measures of control, including reporting, as the psychotropic substances themselves, unless the preparations were exempted in conformity with the provisions of article 3 of the 1971 Convention.

The difference between non-psychotropic substances or products and preparations is made clear by the following definition of "preparation" provided in article 1, paragraph (f), of the 1971 Convention:

(a) Any solution or mixture, in whatever physical state, containing one or more psychotropic substances;

(b) One or more psychotropic substances in dosage form. "Dosage form" means, for example, a tablet, capsule, ampoule or powder ready for consumption by or administration to a patient or animal.

The utilization of psychotropic substances in the manufacture of non-psychotropic substances or products means that the psychotropic substances are used for the making of products:

(a) That are chemically entirely different and not controlled under the 1971 Convention;

(b) That contain psychotropic substances, but these are made harmless by denaturing or other means and are in practice not recoverable.

EXAMPLE 6

In a given year, country A manufactures 20 kg of metamfetamine hydrochloride, of which it exports 5 kg in bulk form and converts 10 kg into famprofazone (a non-psychotropic substance), which is then exported. It uses 5 kg of the manufactured metamfetamine hydrochloride for the manufacture of metamfetamine hydrochloride tablets, of which 30 per cent are exported.

The conversion factor for metamfetamine hydrochloride into anhydrous base substance is 80.4 per cent.

Calculations for country A

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Quantity manufactured to be reported	Quantity used for the manufacture of non-psychotropic substances to be reported	Exports to be reported
Metamfetamine hydrochloride	Metamfetamine base	Metamfetamine	Metamfetamine	Metamfetamine
20 kg	20 × 0.804 = 16.08	16.08 kg		
10 kg	10 × 0.804 = 8.04		8.04 kg	
5 kg	5 × 0.804 = 4.02			4.02 kg
5 × 0.3 = 1.5 kg	1.5 × 0.804 = 1.206			1.206 kg

The total of exports to be reported is 5.226 kg. This figure represents 4.02 kg exported in bulk form and 1.206 kg exported in the form of preparations.

Country A should report on form P:

II. Statistical data on substances in Schedule II and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manufactured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3	Manufacturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Metamfetamine	16.08	8.04				5.226	

Information on exports of non-psychotropic substances need not be reported. Governments are encouraged to report any quantity of metamfetamine taken out from manufacturers' stocks to be used for domestic consumption, if applicable (see below for further explanations).

Column 4: Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3 (Schedules II–IV)

For each psychotropic substance listed in Schedules II and III, article 16, paragraph 4 (c), of the 1971 Convention requires the indication of the total quantity utilized for the manufacture of preparations exempted from certain measures of control (permitted under art. 3, paras. 2 and 3, of the 1971 Convention). Governments may also voluntarily report such data pertaining to substances listed in Schedule IV. The quantities reported should be expressed in kilograms. These quantities should include the total amount placed in the process of manufacture during the year to which the statistics relate, even if the manufacturing process was not completed by the end of that year.

Preparations containing substances in Schedule I may not be exempted from certain control measures (art. 3, para. 2, of the 1971 Convention). Therefore, column 4 of form P is not used for substances in Schedule I.

EXAMPLE 7

In a given year, country A manufactures 200 kg of clorazepate monopotassium and imports 500 kg of clorazepate dipotassium, all 700 kg of which is used for the manufacture of clorazepate preparations. Some of these preparations, tablets containing 80 kg of clorazepate dipotassium, are exempted from certain control measures under article 3, paragraphs 2 and 3, and the Secretary-General has been notified accordingly.

The conversion factor for clorazepate monopotassium is 89.2 per cent, and the factor for clorazepate dipotassium is 76.9 per cent, both into clorazepate anhydrous base substance.

Calculations for country A

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Quantity manufactured to be reported	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3, to be reported	Imports to be reported
Clorazepate monopotassium	Clorazepate base	Clorazepate		
200 kg	200 × 0.892 = 178.4	178.4 kg		
Clorazepate dipotassium	Clorazepate base		Clorazepate	Clorazepate
500 kg	500 × 0.769 = 384.5			384.5 kg
80 kg	80 × 0.769 = 61.52		61.52 kg	

Country A should report on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manufactured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3	Manufacturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Clorazepate	178.4		61.52	384.5			

In such a case, Governments are encouraged to report any quantity of clorazepate (both in salt form and in preparations) held as manufacturers' stocks, and the quantity consumed, if applicable (see below for further explanations).

Column 5: Manufacturers' stocks as at 31 December

For each of the psychotropic substances listed in Schedules I and II, the quantity held in stock by manufacturers on 31 December of the year to which the statistics relate should be reported (in kilograms). Governments may also wish to communicate, on a voluntary basis, manufacturers' stocks of substances in Schedules III and IV (in kilograms).

Reports should include the quantities held in stock by manufacturers of psychotropic substances in bulk form, by manufacturers of preparations containing psychotropic substances, by manufacturers of non-psychotropic substances and by companies involved in any processing or packaging of the substances or preparations.

Governments need not include in their stock reports information on quantities held by State enterprises that manufactured them "for special purposes", that is, for special government purposes, such as military purposes, and to meet exceptional circumstances (such as major earthquakes or large-scale epidemics).

KEY INFORMATION

Quantities of psychotropic substances held in stocks by wholesale traders and other wholesale distributors, as well as those held by retailers, should not be included in statistical reports. This differs from the reporting requirements under the Single Convention on Narcotic Drugs of 1961.

EXAMPLE 8

In a given year, company M in country A manufactures 200 kg of chlordiazepoxide hydrochloride. Half is sold to company N, which keeps 10 kg in stock and uses the remainder (90 kg) for the manufacture of preparations.

A quantity of these preparations containing 70 kg of chlordiazepoxide hydrochloride is sold to a trading company, T, which then sells preparations containing 60 kg of chlordiazepoxide hydrochloride to hospitals and pharmacies and leaves in its own stock preparations containing 10 kg of chlordiazepoxide hydrochloride.

Only 90 per cent of preparations containing chlordiazepoxide hydrochloride have actually been distributed in hospitals and through pharmacies to patients by the end of the given year. No chlordiazepoxide was in stock in country A as at the beginning of the year in question.

The conversion factor for chlordiazepoxide hydrochloride into anhydrous base substance is 89.1 per cent.

Calculations for company M of country A

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Quantity manufactured to be reported	Stocks to be reported
Chlordiazepoxide hydrochloride	Chlordiazepoxide base	Chlordiazepoxide	Chlordiazepoxide
200 kg	200 × 0.891 = 178.2	178.2 kg	
100 kg	100 × 0.891 = 89.1		89.1 kg

Calculations for company N of country A

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Quantity manufactured to be reported	Stocks to be reported
Chlordiazepoxide hydrochloride	Chlordiazepoxide base	Chlordiazepoxide	Chlordiazepoxide
10 kg	10 × 0.891 = 8.91		8.91 kg
20 kg (90 kg–70 kg)	20 × 0.891 = 17.82		17.82 kg

Calculations for country A

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Quantity manufactured to be reported	Stocks to be reported
Chlordiazepoxide hydrochloride	Chlordiazepoxide base	Chlordiazepoxide	Chlordiazepoxide
200 kg	200 × 0.891 = 178.2	178.2 kg	
130 kg (100 + 10 + 20)	130 × 0.891 = 115.83		115.83 kg

The total of stocks as at 31 December to be reported is 115.83 kg. This figure represents the following calculation:

89.1 kg: stocks in bulk form held by company M (100 × 0.891)

8.91 kg: stocks in bulk form held by company N (10 × 0.891)

17.82 kg: stocks in the form of preparations held by company N (20 × 0.891)

Country A should report on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, para-graphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Chlordiaze-poxide	178.2			115.83			

Data on stocks at the wholesale and retail levels should not be included in the report.

Column 6: Total imports; and column 7: Total exports

In columns 6 and 7, the total quantity of each psychotropic substance listed in Schedules I, II, III and IV imported or exported during the calendar year should be recorded. Statistics should be based, as far as possible, on actual movements across borders.

The term "import", as used in the 1971 Convention, is intended to include, as far as possible, the entrance of goods from abroad into a bonded warehouse, free port or free zone; similarly, the term "export" is intended to include the dispatch of goods abroad from a bonded warehouse, free port or free zone, although such transactions may not be treated by the national customs laws as imports and exports. However, care should be taken to ensure that goods passing through customs from a bonded warehouse, free port or free zone into the country or region itself are not recorded as imports, and that goods transferred from the country or region itself into a bonded warehouse, free port or free zone situated in the country or region are not recorded as exports.

However, if a consignment passes in transit through a country or region to another country, it should not be considered by the country or region through which it passes as an import and subsequent export, even if the consignment is placed temporarily in a bonded warehouse, free port or free zone.

Goods returned by a country or region for any reason whatsoever to the original exporting country or region should be entered as an export by the former and as an import by the latter.

KEY INFORMATION

Governments should not report the quantities indicated in the relevant authorization, but the quantities actually imported and exported in the consignment itself, which may differ substantially from those authorized.

The date on which the import or export was actually effected should be taken into account and not the date of issue of the relevant authorization or declaration. In order to be aware of the actual dates and quantities of each import or export transaction, the authorities in charge of drug control administration and reporting to INCB must cooperate closely with customs authorities.

If, for example, an export authorization issued on 15 November 2017 is valid for a period of three months, a quantity in question should be included in the report for 2017 only if the psychotropic substance has been exported prior to 31 December 2017. Any export effected after that date should be accounted for in the annual statistical report for the following year. According to article 1, paragraph (h), of the 1971 Convention, "export" and "import" mean, in their respective connotations, the physical transfer of a psychotropic substance from one State to another State.

EXAMPLE 9

In a given year, country A manufactures 2,000 kg of barbital magnesium, converts 600 kg into non-psychotropic substances, of which 50 per cent are exported to country B, and uses the remaining barbital magnesium (1,400 kg) for the manufacture of preparations. Preparations containing 400 kg of barbital magnesium remain in the stock of their manufacturer, whereas preparations containing 1,000 kg of barbital magnesium are exported to country B in three consignments. The first consignment of 500 kg of barbital magnesium in preparations is exported on 15 May (imported into country B on 18 May), the second consignment of 300 kg of barbital magnesium in preparations is exported on 23 September (imported into country B on 26 September) and the third consignment of 200 kg of barbital magnesium is exported on 30 December (imported into country B on 2 January the following year). As a result of unsatisfactory quality, the second consignment is returned to country A two weeks after export and remains in stock with the trading company.

The conversion factor for barbital magnesium into anhydrous base substance is 94.3 per cent.

Calculations for country A

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Quantity manufactured to be reported	Quantity used for the manufacture of non-psychotropic substances to be reported	Stocks to be reported	Imports to be reported	Exports to be reported
Barbital magnesium	Barbital base	Barbital	Barbital	Barbital	Barbital	Barbital
2 000 kg	2 000 × 0.943 = 1 886	1 886 kg				
600 kg	600 × 0.943 = 565.8		565.8 kg			
400 kg	400 × 0.943 = 377.2			377.2 kg		
1 000 kg	1 000 x 0.943 = 943					943 kg
300 kg (returned from country B)	300 x 0.943 = 282.9				282.9 kg	

Country A should report on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manufactured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3	Manufacturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Barbital	1 886	565.8		377.2	282.9	943	

Calculations for country B

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Imports to be reported	Exports to be reported
Barbital magnesium	Barbital base	Barbital	Barbital
800 kg (500 + 300)	800 kg × 0.943 = 754.4	754.4 kg	
300 kg (returned to country A)	300 kg × 0.943 = 282.9		282.9 kg

The quantity of 188.6 kg (200 × 0.943) of the third consignment will be included in the report for the following calendar year.

Country B should report on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, para-graphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Barbital					754.4	282.9	

The remaining information need not be reported.

Column 8: Quantity consumed

The data in column 8 are requested on a voluntary basis pursuant to Commission on Narcotic Drugs resolutions 53/4 and 54/6. INCB strongly encourages Governments to provide it with data on the consumption of psychotropic substances so that it will be able to analyse trends in the consumption of psychotropic substances and, ultimately, promote the adequate availability of psychotropic substances used for medical and scientific purposes while preventing the diversion and abuse of those substances.

Unlike the Single Convention on Narcotic Drugs of 1961 as amended by the 1972 Protocol,[3] the 1971 Convention does not provide a definition of "consumption" of psychotropic

[3] United Nations, *Treaty Series*, vol. 976, No. 14152.

substances. Some parallels can be drawn with the consumption of narcotic drugs when defining the distribution circuits for each type of substance; however, they should not be considered to be identical. For example, the national legal framework in a country or territory may regulate the management and distribution of psychotropic substances and narcotic drugs differently, allowing competent national authorities to collect different data at different points.

For each substance listed in Schedules I to IV, the reporting authority should indicate (in kilograms) the quantity consumed during the year in question. Depending on the methodology used, consumption data could correspond to annual imports or to the quantity supplied by a manufacturer or wholesaler to any person or enterprise (pharmacists, hospitals, etc.) for retail distribution, medical use or scientific research. Below is a succinct explanation of what consumption means in the most commonly used distribution circuits.

- *Category I: countries where retailers obtain their supplies solely from abroad*

  In this case, all quantities imported should be regarded as consumed.

- *Category II: countries where retailers obtain their supplies both from local manufacturers and from abroad, but where consumption is calculated using aggregated data at the end of each reporting period*

  In this case, consumption data are not collected, but calculated using a formula, such as:

$$\begin{aligned} \textit{Consumption} \quad = \quad & [Q_{(stock,start)} + Q_{manufactured} + Q_{imported}] \\ & - [Q_{(stock,end)} + Q_{(non\text{-}controlled\ substances)} + Q_{exported}] \end{aligned}$$

- *Category III: countries where retailers obtain their supplies solely from local manufacturers or wholesalers*

  In this case, quantities consumed refer to those quantities distributed by the manufacturers or wholesalers to the retailers.

- *Category IV: countries that measure consumption on the basis of the distribution of supplies from retail outlets directly to final users*

  In this case, quantities consumed refer to those quantities of psychotropic substances distributed by retailers to the final user.

- *Category V: countries that measure consumption using sampling on the basis of distribution from retail outlets to the final user*

  In this case, quantities consumed refer to those quantities of psychotropic substances distributed by retailers to the final user and are calculated using statistical data sampling.

The distribution circuit of psychotropic substances and the possible data collection points and reporting sources are discussed in detail in module I, annex II, of the present training material.

EXAMPLE 10

During a given year, country A manufactures 100 kg of phenobarbital base, of which 40 kg are used to manufacture preparations and 60 kg are exported to country B. All preparations manufactured in country A are delivered to State pharmacies. Of the 60 kg exported to country B, 30 kg is used to manufacture preparations that are distributed to public hospitals.

Country A should report in column 8 on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, para-graphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Phenobarbital							40

Country B should report in column 8 on form P:

IV. Statistical data on substances in Schedule IV and/or their salts (Kilograms)

1	2	3	4	5	6	7	8
Substance	Quantity manu-factured	Quantity used for the manufacture of non-psychotropic substances or products	Quantity used for the manufacture of preparations exempted under article 3, para-graphs 2 and 3	Manu-facturers' stocks as at 31 December	Total imports	Total exports	Quantity consumed
Phenobarbital							30

3. Part two. Trade details: statistical data on imports and exports of substances in Schedules I, II, III and IV of the 1971 Convention

On pages 13–18 of form P, details of trade in psychotropic substances should be entered. If necessary, additional sheets should be added by the competent national authority to report the required data.

Importing countries should indicate on page 13, for each of the substances listed in Schedules I and II, the names of the countries from which the substances were imported and the quantity imported from each country, expressed in kilograms. In the same way, exporting countries should indicate on page 14, for each of the substances listed in Schedules I and II, the names of the countries to which the substances were exported and the quantity exported to each country, expressed in kilograms.

Governments are also requested to report voluntarily the details of trade in psychotropic substances in Schedules III and IV (expressed in kilograms). It is important to note that submission of such information has been recommended by the Economic and Social Council to facilitate the monitoring of international trade by INCB, with a view to preventing diversion.

KEY INFORMATION

The total imports or exports of substances indicated in part two of form P (statistical data on imports and exports of substances) should nominally match the import and export data for that substance in part one of form P.

EXAMPLE 11

Country A imports 200 kg of diazepam in bulk form from country B in order to manufacture finished pharmaceutical products (tablets of 5 mg each), of which 50 kg are re-exported in the form of preparations to country C. In the same year, country A imports 100 kg of diazepam as finished pharmaceutical products from country D and country B exports 50,000 boxes of 1,000 tablets (5 mg each) of diazepam to country C.

Calculations for country A

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Diazepam	200 kg	Country B			
Diazepam	50 kg		Country C	300 kg	50 kg
Diazepam	100 kg	Country D			

Calculations for country B

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Diazepam	200 kg		Country A		450 kg
Diazepam	250 kg		Country C		

Calculations for country C

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Diazepam	50 kg	Country A		300 kg	
Diazepam	250 kg	Country B			

Calculations for country D

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Diazepam	100 kg		Country A		100 kg

Country A should report on form P:

VII. Trade details: import of substances in Schedules III and IV, by country or region of origin (Kilograms)

Specify substance →	Diazepam
Total →	300
Imported from: Quantities → Country or region ↓	
Country B	200
Country D	100

VIII. Trade details: export of substances in Schedules III and IV, by country or region of destination (Kilograms)

Specify substance →	Diazepam
Total →	50
Exported to:	
Quantities →	
Country or region ↓	
Country C	50

Country B should report on form P:

VIII. Trade details: export of substances in Schedules III and IV, by country or region of destination (Kilograms)

Specify substance →	Diazepam
Total →	450
Exported to:	
Quantities →	
Country or region ↓	
Country A	200
Country C	250

Country C should report on form P:

VII. Trade details: import of substances in Schedules III and IV, by country or region of origin (Kilograms)

Specify substance →	Diazepam
Total →	300
Imported from:	
Quantities →	
Country or region ↓	
Country A	50
Country B	250

Country D should report on form P:

VIII. Trade details: export of substances in Schedules III and IV, by country or region of destination (Kilograms)

Specify substance →	Diazepam
Total →	100
Exported to:	
Quantities →	
Country or region ↓	
Country A	100

The term "exporting country" should be understood to mean the country from which the consignment of the controlled substance was dispatched and in which the export authorization was issued, if one was required. It is not necessarily the country in which the substance was manufactured or in which the selling company is located. Similarly, the term "importing country" should be understood to mean the country to which the substance was dispatched and in which the import authorization was issued, if one was required. It is not necessarily the final destination of the consignment.

Special case: transit shipments

If it is decided to change the destination of a shipment of psychotropic substances while the consignment is in transit, for statistical purposes, the shipment should be considered an export by the country or region from which it was dispatched and by the country or region of transit from which it was diverted, as well as an import of the country or region of transit and of the country or region of new destination.

EXAMPLE 12

Company X in country A dispatches 100 kg of amfetamine through country B to company Z in country C. When the consignment arrives at the free port in country B, company X requests company Y in country B to intervene in order to send the consignment to country D.

Calculations for country A

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Amfetamine	100 kg		Country B		100 kg

Calculations for country B

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Amfetamine	100 kg	Country A	Country D	100 kg	100 kg

Calculations for country C

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Amfetamine					

Calculations for country D

Substance	Quantity	Imported from	Exported to	Total imports	Total exports
Amfetamine	100 kg	Country B		100 kg	

Country A should report on form P:

VI. Trade details: export of substances in Schedules I and II, by country or region of destination (Kilograms)

Specify substance →	Amfetamine
Total →	100
Exported to:	
Quantities →	
Country or region ↓	
Country B	100

Country B should report on form P:

V. Trade details: import of substances in Schedules I and II, by country or region of origin (Kilograms)

Specify substance →	Amfetamine
Total →	100
Imported from:	
Quantities →	
Country or region ↓	
Country A	100

VI. Trade details: export of substances in Schedules I and II, by country or region of destination (Kilograms)

Specify substance →	Amfetamine
Total →	100
Exported to:	
Quantities →	
Country or region ↓	
Country D	100

Country C has nothing to report.

Country D should report on form P:

V. Trade details: import of substances in Schedules I and II, by country or region of origin (Kilograms)

Specify substance →	Amfetamine
Total →	100
Imported from:	
Quantities →	
Country or region ↓	
Country B	100

Note: At each step of such transactions, the appropriate import or export authorizations have to be issued by the competent authorities if so required by the Convention and/or relevant national legislation.

Special cases: bonded warehouses, free ports and free zones

Imports from bonded warehouses, free ports and free zones are frequently erroneously reported as imports from the countries in which the psychotropic substances (or preparations containing psychotropic substances) were originally manufactured. A bonded warehouse, free zone or free port is to be considered part of the territory of the State or region in which it is situated.

EXAMPLE 13

During a certain year, country A imported from manufacturer M in country B tablets containing a total of 2 kg of methylphenidate hydrochloride. In addition, tablets containing a total of 1 kg of methylphenidate hydrochloride were imported into country A from stocks of trading company T, a subsidiary of manufacturer M in a free zone in country C. The tablets were part of a consignment of tablets containing a total of 4 kg of methylphenidate hydrochloride produced by manufacturer M during the given year and then transferred to trading company T for sale in the region.

The conversion factor for methylphenidate hydrochloride into anhydrous base substance is 86.5 per cent.

Calculations for country A (the importing country)

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Imports to be reported
Methylphenidate hydrochloride	Methylphenidate base	Methylphenidate
2 kg	2 × 0.865 = 1.73	1.730 kg from country B
1 kg	1 × 0.865 = 0.865	0.865 kg from country C

Country A should report on form P:

V. Trade details: import of substances in Schedules I and II, by country or region of origin (Kilograms)

Specify substance ⇢	Methyl-phenidate
Total ⇢	2.595
Imported from:	
Quantities ⇢	
Country or region ⇣	
Country B	1.73
Country C	0.865

Total imports to be reported: 2.595 kg (1.73 + 0.865)

Calculations for country B (the manufacturing country)

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Imports to be reported
Methylphenidate hydrochloride	Methylphenidate base	Methylphenidate
2 kg	2 × 0.865 = 1.73	1.73 kg to country A
4 kg	4 × 0.865 = 3.46	3.46 kg to country C

Country B should report on form P:

VI. Trade details: export of substances in Schedules I and II, by country or region of destination (Kilograms)

Specify substance →	Methyl-phenidate
Total →	5.19
Exported to:	
Quantities →	
Country or region ↓	
Country A	1.73
Country C	3.46

Total exports to be reported: 5.19 kg (1.73 + 3.46)

Calculations for country C (the country in which the trading company is situated)

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Imports to be reported	Exports to be reported
Methylphenidate hydrochloride	Methylphenidate base	Methylphenidate	Methylphenidate
4 kg	4 × 0.865 = 3.46	3.46 kg from country B	
1 kg	1 × 0.865 = 0.865		0.865 kg to country A

Country C should report on form P:

V. Trade details: import of substances in Schedules I and II, by country or region of origin (Kilograms)

Specify substance →	Methyl-phenidate
Total →	3.46
Imported from:	
Quantities →	
Country or region ↓	
Country B	3.46

Country C should report on form P:

VI. Trade details: export of substances in Schedules I and II, by country or region of destination (Kilograms)

Specify substance →	Methyl-phenidate
Total →	0.865
Exported to:	
Quantities →	
Country or region ↓	
Country A	0.865

Total imports to be reported: 3.460 kg

Total exports to be reported: 0.865 kg

4. Part three. Statistical data on the use of substances in Schedules I, II, III and IV of the 1971 Convention for the manufacture of other psychotropic substances

On page 19 of form P, Governments are requested to provide information on a voluntary basis on the use of psychotropic substances for the manufacture of other psychotropic substances. Governments should report the name of the source substance used, the quantity used in the manufacturing process and the name and quantity of the other psychotropic substance derived from the manufacturing process.

KEY INFORMATION

The use of an internationally controlled psychotropic substance to manufacture another internationally controlled psychotropic substance is considered to be manufacture under the 1971 Convention.

The quantity of the psychotropic substance manufactured should be included in the overall total manufacture of that substance in part one, column 1, of form P, in addition to the total quantity of the original substance included in part three of the form.

EXAMPLE 14

Country A reports the use of 400 kg of lorazepam for the manufacture of lormetazepam. The quantity of lormetazepam obtained is 280 kg.

Country A should report on form P:

X. Statistical data on the use of substances in Schedules III and IV for the manufacture of other psychotropic substances (Kilograms)

Psychotropic substance used for the manufacture of other psychotropic substance		Other psychotropic substance derived from the manufacturing process	
Substance used	Quantity used	Substance derived	Quantity derived
Lorazepam	400	Lormetazepam	280

5. Summary of the reporting requirements for statistical data on substances in Schedules I, II, III and IV of the 1971 Convention

The reporting requirements with respect to the individual schedules of the 1971 Convention may be summarized as follows:

Report	Mandatory	Voluntary	Not applicable
Quantity manufactured	All schedules		
Quantity used for the manufacture of non-psychotropic substances or products	Schedules I (under exceptional circumstances), II, III and IV		
Quantity used for the manufacture of preparations exempted under article 3, paragraphs 2 and 3	Schedules II and III	Schedule IV	Schedule I
Manufacturers' stocks as at 31 December	Schedules I and II	Schedules III and IV	
Total imports	All schedules		
Total exports	All schedules		
Details on imports	Schedules I and II	Schedules III and IV	
Details on exports	Schedules I and II	Schedules III and IV	
Quantity consumed		Schedules I, II, III and IV	
Quantity used for the manufacture of other psychotropic substances		Schedules I, II, III and IV	

D. Quarterly statistics on imports and exports of substances in Schedule II of the Convention on Psychotropic Substances of 1971 (form A/P)

In its resolution 1981/7, the Economic and Social Council requested Governments to furnish INCB with quarterly statistics on imports and exports of psychotropic substances listed in Schedule II of the 1971 Convention. Reporting on trade in substances listed in Schedules III and IV is required on an annual basis, and that information should be submitted in the relevant part of form P. Therefore, Governments should not include trade in substances listed in Schedules III and IV on form A/P.

Form A/P must be submitted to INCB within one month of the end of the quarter to which the statistical data relate. The information to be provided on page 1 of the form includes the country or territory providing the report, the date of the report, the competent office, the name and title or function of the person signing the form and that person's signature. It is also necessary to indicate to which calendar year and quarter of that year the

statistics refer. Details enabling better understanding of reported information may be submitted on page 5 in the space reserved for other statistical information that the competent national authorities consider useful.

Instructions for the completion of form A/P are presented on page 2 of that form. To fill in form A/P properly, the instructions should be studied carefully.

Pages 3 and 4 of form A/P relate to the submission of statistics on imports (sect. I) and exports (sect. II) of the psychotropic substances in Schedule II of the 1971 Convention. Additional sheets may be included, if necessary, by the competent national authority in order to present all the data. Substances for which the statistics are required are listed in the headings from left to right in alphabetical order. Information on total imports as well as total exports of each substance during a given quarter should be provided in the appropriate spaces. In the first column on the left, the names of the countries or regions from which the psychotropic substances in question were imported or to which they were exported should be entered. Details on quantities imported from (or exported to) the country or region in question are to be entered for that country or region in the column of the relevant psychotropic substance.

If no international trade in psychotropic substances in Schedule II occurred during a given quarter, a form containing no trade data should nevertheless be submitted to enable INCB to monitor properly the international movement of those substances.

EXAMPLE 15

An import order by company X from country A is sent to company Y of country B for the import of 200,000 tablets (10 mg each) of methylphenidate hydrochloride (a total of 2 kg) in the form of pharmaceutical preparations (tablets). Country A issued the import authorization for 1.730 kg (2 kg × 86.5 per cent) of methylphenidate base. Country B issued the corresponding export authorization for 1.73 kg of methylphenidate base. The consignment was received by country A on 21 March of the same year. The trade statistics for substances in Schedule II for the first quarter of the year are due on 30 April.

Calculations for country A (the importing country)

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Imports to be reported
Methylphenidate hydrochloride	Methylphenidate base	Methylphenidate
2 kg	2 kg × 0.865 = 1.73 kg	1.73 kg from country B

Country A should report on form A/P:

I. Imports: statistical data on substances in Schedule II of the Convention on Psychotropic Substances of 1971 (Kilograms)

	Levometh-ampheta-mine	Meclo-qualone	Metam-fetamine	Metam-fetamine racemate	Metha-qualone	Methyl-phenidate	Phen-cyclidine
Total imports:						1.73	
Country or region imported from	Quantities by country						
Country B						1.73	

Calculations for country B (the exporting country)

Quantity of substance in salt form or preparations	Conversion into anhydrous base	Exports to be reported
Methylphenidate hydrochloride	Methylphenidate base	Methylphenidate
2 kg	2 kg × 0.865 = 1.73 kg	1.73 kg to country A

Country B should report on form A/P:

II. Exports: statistical data on substances in Schedule II of the Convention on Psychotropic Substances of 1971 (Kilograms)

	Levometh-ampheta-mine	Meclo-qualone	Metam-fetamine	Metam-fetamine racemate	Metha-qualone	Methyl-phenidate	Phen-cyclidine
Total exports:						1.73	
Country or region exported to	Quantities by country						
Country B						1.73	

The submission of form A/P is not required for countries and territories that do not import substances listed in Schedule II. Nonetheless, countries and territories that have not imported or exported substances listed in Schedule II during a specific quarter are encouraged to submit form A/P with no trade data or otherwise notify INCB that no activity has occurred.

INTERNATIONAL NARCOTICS CONTROL BOARD
Psychotropics Control Section

2313012