

Opioid Excise Tax Annual Report Guidance

Guidance documents along with file specifications, data samples, file templates and samples are available at:

https://www.health.ny.gov/professionals/narcotic/opioid_excise_tax.htm.

Please review the following to ensure the XML file is successfully uploaded and processed without errors:

- Ensure every Transaction ID is unique within your report.
- All combinations of licenses that appear in the transaction section of the report must also appear in the Registrant License section.
- Ensure all values (i.e. Controlled Substance License, DEA number, and State Education License) in the Registrant License section are valid and accurate.
- Extraneous spaces in the data are not allowed (i.e. extra spaces included in a field, “2” is acceptable, “2 ” is not).
- Registrants that use the Excel Submission Template, will generate the XML file by exporting the Excel file using the “Developer” file menu.
- “Zero reports” are not required. If you did not have any transactions including opioids in New York during the reporting period, you do not need to submit an annual report.

Morphine Milligram Equivalent (MME) Calculation

Include ALL factors when calculating the number of MMEs within a transaction:

- Number of packages sold
- Units per container
- Strength per unit
- MME conversion factor

The formula for calculating the MME is as follows:

Multiply: # of units x strength per unit x MME conversion factor

*The # of units = number of packages sold x units per container.

Examples of calculations and definitions of terms are included in the Opioid Excise Tax Annual Report Guidance available here:

https://www.health.ny.gov/professionals/narcotic/docs/opioid_ann_rep_guidance.pdf