Compliance Contacts
Contact the following individual(s) to get more information on complying with the Department of Justice regulations:

Robert Connolly
Director
Office of Small and Disadvantaged Business Utilization
U.S. Department of Justice
1331 Pennsylvania Avenue, NW
National Place Building, Room 1010
Washington, DC 20530
(202) 616-0521 or 1-800-345-3712
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Compliance Resources
The following agencies and offices provide compliance resources for small businesses:

- Civil Rights Division
- Antitrust Division
- Drug Enforcement Administration
- Bureau of Alcohol, Tobacco, Firearms and Explosives
- Office of Justice Programs
- Federal Bureau of Investigation
- Office of Small and Disadvantaged Business Utilization
- Executive Office for Immigration Review
- Executive Office for U.S. Trustees

Civil Rights Division

- Americans with Disabilities Act: Guide for Small Businesses
  This guide presents an informal overview of some basic ADA requirements for small businesses that provide goods or services to the public.
- Americans with Disabilities Act: Requirements for Businesses
  This page provides information to businesses including standards and regulations relating to the Americans with Disabilities Act.
- ADA Home Page
  This page provides Information and Technical Assistance on the Americans with Disabilities Act.
- Office of Special Counsel homepage
  homepage and links to matters involving employment of immigrants
- References/Immigration-Related Unfair Employment Practices
  References to pertinent laws, regulations governing immigration-related unfair employment practices
- Contact Us
  Contact list for Office of Special Counsel for Immigration Related Unfair Employment Practices

Antitrust Division

- Antitrust Compliance Assistance for Business
  Provides antitrust compliance assistance resources for businesses.
Drug Enforcement Administration

- **ARCOS Registrant Handbook (PDF version)**
  Contains PDF version of DEA's ARCOS Registrant Handbook, which provides guidance and information in a plain language format on the requirements of submitting ARCOS reports for participating manufacturers and distributors.

- **ARCOS Registrant Handbook**
  Provides guidance and information in a plain language format on the requirements of submitting ARCOS reports for participating manufacturers and distributors.

- **DEA - Diversion Control Program's Contact Us Webpage**
  Webpage that allows the public and registrants to submit comments regarding our webpage and its contents.

- **DEA - Diversion Control Program's Site Map**
  DEA's Diversion Control Program's Site Map to help registrants and the public find items on our website.

- **DEA's Hyperlinks to Federal Agencies, Industry, and Public Interest Webpage**
  Webpage containing hyperlinks to certain Federal Government agencies, medical and industry associations, and public interest organizations.

- **DEA - Hyperlink to Regulations.gov Webpage**
  DEA's hyperlink to a Federal webpage where registrants and the public may view and comment on Federal Register Notices.

- **Title 21 Regulations and Codified Controlled Substances Act**
  Contains links to those sections of the Controlled Substances Act (CSA) and its implementing regulations that DEA has jurisdiction over regarding controlled substances and listed chemicals.

- **Prescription and Controlled Substances : FAQs**
  Frequently asked questions about prescribing and dispensing controlled substances.

- **DEA - Diversion Program's Meetings and Events**
  Webpage lists conferences, meetings, working groups, and training seminars sponsored by DEA Headquarters for our registrant population.

- **DEA - Diversion's e-Commerce Program**
  Webpage provides information about DEA's electronic Controlled Substance Ordering System (CSOS), such as digital certificates, DEA's e-commerce policies, reporting requirements, and contact information for program support.

- **DEA - Diversion Control Program's e-Commerce Initiative**
  Webpage provides hyperlinks about DEA's electronic commerce initiatives involving controlled substance prescriptions as well as Schedules I and II controlled substance orders.

- **DEA - Controlled Substance Schedules**
  Webpage provides hyperlinks to DEA's list of controlled substances (HTML and PDF formats). It also has lists of exempted anabolic steroid products, prescription products, and chemical preparations as well as hyperlinks to the regulations outlining how requests for exemption as a controlled substance for these products is submitted to DEA.

- **Title 21 Required Reporting Under the Controlled Substances Act**
  Provides links to DEA reporting requirements under the Controlled Substances Act (CSA).

- **DEA - Quotas for Schedules I and II Controlled Substances**
  Webpage provides hyperlinks for manufacturing and procurement quota applications, Year-End Report guidance and generator documents, a 10-year overview of aggregate production quotas, a list of controlled substances, a conversion factor table for controlled substances, federal register notices, and training seminars for manufacturers and importers/exporters of controlled substances.

- **Controlled Substance Import/Export Applications and Declarations**
  Provides links to import/export of controlled substances forms, including an application for permit and an import/export declaration as well as a quick reference guide, and a Conversion Factors for Controlled Substances table (for use in computing base product).
• **Controlled Substance Registration**
  Provides links drug registration and application information.

• **Drug Enforcement Agency Online Forms**
  Provides links to required DEA Forms, such as registration applications, quota applications and year-end reports, import/export declarations (listed chemicals), import/export permit applications and declarations (controlled substances), drug destruction, theft or loss of controlled substances report, forms to submit changes in registration information, request for duplicate registration certificates, and request additional Schedules I-II order forms.

• **Chemical Handler Registration Process**
  Provides general information about the registration process for handlers of regulated chemicals under the Controlled Substances Act (CSA).

• **Drug Product Thresholds**
  Provides guidance regarding the Methamphetamine Anti-Proliferation Act's (MAPA) reduced thresholds for pseudoephedrine and phenylpropanolamine drug products. There is also a hyperlink to a MAPA questions and answers page.

• **Suspicious Chemical Orders**
  Provides information about suspicious chemical orders as well as hyperlinks to portions of DEA's Chemical Handler's Manual intended to assist chemical manufacturers, distributors, wholesalers and retailers of drug products in this area.

• **List of Regulated Chemicals Under the Controlled Substances Act**
  Provides links to the section of the Code of Federal Regulations (21 CFR 1310.02) that lists the chemicals regulated under the Controlled Substances Act (CSA).

• **Cumulative Chemical Threshold Transactions**
  Provides guidance about reporting cumulative threshold transactions of Listed Chemicals as required by the Controlled Substances Act (CSA).

• **Chemical Program Q&A**:
  Addresses commonly asked questions regarding registration and reporting requirements of regulated chemical handlers as well as clarifying questions that address specific chemical laws under the Controlled Substances Act (CSA).

• **Chemical Program Advisories to the Public**
  Provides DEA's regulated chemical advisories to the public and registered chemical handlers to alert them to potential illicit uses of licit chemicals. Other information such as recalls, registration requirements, and a special surveillance list is also on this webpage.

• **Drug Enforcement Agency Chemical Program**
  Provides information for the handlers of regulated chemical products under the Controlled Substances Act (CSA).

• **ARCOS Registrant Bulletins**
  Provides ARCOS Registrant Bulletins to assist DEA registered manufacturers and distributors with the preparation and submission of required DEA controlled substance transaction reports to ARCOS.

• **ARCOS Questions and Answers**
  Provides a series of questions and answers raised most often by registrants regarding the Automation of Reports and Consolidated Orders System (ARCOS).

• **ARCOS Personal Computer Field Edit Program**
  Includes description of DEA’s software program that provides the paper-based forms reporter a more efficient and economical method for collecting, editing storing and reporting ARCOS transactions to DEA via diskette.

• **DEA's ARCOS National Drug Code (NDC) Dictionary**
  Webpage contains a hyperlink to DEA’s version of the National Drug Code (NDC), an 11-digit unique identifier for drug products that contain controlled substances. This is a zipped file.

• **ARCOS Error Report Notices**
  Provides DEA's end of report 'trailers' that is on each Daily Transaction Processing Report generated by the ARCOS-2 system in response to registrants who file ARCOS reports with DEA. Notices contain information for manufacturers and distributors regarding the ARCOS reporting process.

• **ARCOS Electronic Data Interchange (EDI) Program**
  Provides description of DEA's ARCOS EDI Program, which permits DEA registered manufacturers and distributors to log into the Diversion Control Program's website and transmit their required monthly or quarterly ARCOS reports using a secure web portal.

• **ARCOS - Automation of Reports and Consolidated Ordering System**
  Provides documents to assist manufacturers and distributors report their controlled substances transactions.
These include the Electronic Data Interchange (EDI) Program, Error Report Notices, a National Drug Code Dictionary, the Personal Computer Field Edit Program, Q&As;, Registrant Bulletins and Handbook.

- **DEA - Diversion Program Reports Webpage**
  Webpage provides hyperlinks to DEA Diversion Control Program reports concerning specific topics -- prescription monitoring programs, Suspicious Order Task Force Report, a descriptive report of DEA's Diversion Control Program, etc.

- **DEA Diversion Control Program Press Releases and Notices**
  Webpage provides hyperlinks for DEA Notices that advise registrants of topical issues -- potential drug scams, clarification of DEA regulations and policies, registrant issues, and compliance assistance efforts.

- **DEA Industry Newsletter Webpage**
  Newsletter to provide communication between the Drug Enforcement Administration and the industries that it regulates, to include healthcare professionals as well as pharmaceutical and chemical handlers. Topical issues include e-commerce initiatives, clarifying DEA's legislative and regulatory mandates, diversion trends, etc.

- **DEA Diversion Informational Brochures/Pamphlets Webpage**
  Pamphlets, Brochures and Posters that provide information on various forms of drug abuse and diversion, and what professionals can do when confronted with this problem.

- **DEA Registrant Manuals Webpage**
  DEA registrant manuals provide guidance and information on the requirements of the Controlled Substances Act of 1970 (CSA) and its implementing regulations in a plain language format for specific registrant types.

- **DEA Diversion Control Program Homepage**
  Drug Enforcement Administration's Diversion Control Program Homepage. Contains information relating to regulatory requirements and compliance assistance information for individuals and companies that handle controlled substance pharmaceuticals and/or listed chemicals.

- **DEA - Chemical Program Contact Telephone Numbers**
  Webpage provides telephone numbers for inquiries about registering as chemical handlers under the Controlled Substances Act (CSA); quarterly reports for the import of Acetone, Toluene, and MEK (methyl ethyl ketone); and monthly mail order reports.

- **DEA - Aggregate Production Quota History**
  Webpage provides a 10 year overview of annual aggregate production quotas for the U.S.

- **DEA - Combat Methamphetamine Epidemic Act of 2005**
  Webpage provides information regarding the requirements of the Combat Methamphetamine Epidemic Act of 2005 (CMEA), to include actual text of the legislation, a general guideline document, frequently asked questions (Q&As), alternate forms of identification, required training and self-certification for retail vendors and mobile retail vendors, etc.

Bureau of Alcohol, Tobacco, Firearms and Explosives

- **Firearms & Explosives FAQs**
  Questions and answers that relate to the commerce of firearms and explosives including general questions, those relating to unlicensed persons, licensing, conduct of business, records, etc.

- **Statistics**
  Includes statistics relating to firearms manufactured and exported as well as reports of explosive and arson/fire incidents.

- **Regulations**
  ATF regulations are published as Title 27, Code of Federal Regulations (27 CFR) by the Government Printing Office. These regulations implement the Federal firearms and explosives laws. ATF's mission and regulations are designed to curb illegal traffic in, and criminal use of firearms, and to assist State, local and other Federal law enforcement agencies in reducing crime and violence.

- **ATF Publications**
  The ATF provides various publications to industry members as well as the general public. Some of the publications available either on the ATF web site or in hard copy, include manuals which provide ATF’s
regulatory requirements in a plain language format; informational brochures to help raise awareness of possible criminal activity (i.e., Reporting theft of Explosives and Firearms, Arson incidents); and industry newsletters for all businesses regulated by ATF. Publications, brochures and forms are produced in quantities of 115,000 each for firearms and 12,000 for explosives for distribution to the licensees, permittees, and to trade and research organizations and the press.

- **Other Programs.**
  Provides information about various ATF programs such as the Project Gunrunner, Don't Lie for the Other Guy, Project Safe Neighborhood and Violent Crime Impact Teams (VCIT) Programs.

- **Office of Justice Programs**
  - **Funding Opportunities.**
    Office of Justice Programs grants. Competitive discretionary grants for which non profit organizations may be eligible will be found on Grants.gov and must be applied for through the Grants.gov portal.

- **Federal Bureau of Investigation**
  - **National Instant Criminal Background Check System (NICS).**
    A national online database containing records of persons who are disqualified from receiving firearms. Retailers can register to use NICS for conducting instant criminal background checks.

- **Office of Small and Disadvantaged Business Utilization**
  - **Office of Small and Disadvantaged Business Utilization (OSDBU).**
    The Office of Small and Disadvantaged Business Utilization (OSDBU) strives to improve and increase the Department's performance in utilizing small, small disadvantaged, small woman-owned and veteran-owned businesses as contractors and subcontractors.

- **Executive Office for Immigration Review**
  - **Questions and Answers Regarding Oral Arguments Before the Board.**
    Questions and Answers Regarding Oral Arguments Before the Board
Questions and Answers Regarding Proceedings Before the Board
Frequently Asked Questions regarding proceeding in front of the Board of Immigration Appeals

Board of Immigration Appeals Practice Manual
As part of the Board of Immigration Appeals overall effort to enhance customer service, the Board has issued the three attached documents to provide basic information to persons involved in proceedings before the Board and to answer frequently asked questions about appeals and motions.

Executive Office for U.S. Trustees

USTP Brochure - Opportunities for Private Trustees and Other Bankruptcy Professionals
Opportunities brochures for private trustees and other bankruptcy professionals

Handling Involuntary Bankruptcies: Part I
Part I of an article that discusses considerations for various parties in interest to an involuntary bankruptcy.

Handling Involuntary Bankruptcies: Part II
Part II of an article that discusses considerations for various parties in interest to an involuntary bankruptcy.

Audit and Field Exams: What You Should Know and How to Avoid Common Deficiencies
Article discusses how a trustee establishes an adequate system of internal controls, establishing an asset administration system that protects estate assets and ensures prompt administration of estate funds and assets, and whether these systems are functioning effectively

Credit Counseling & Debtor Education Information
Instructions, application and appendices for approval as a non profit budget and credit counseling agency. Recommended bond form for non profit budget and credit counseling agencies. Instructions, application and appendices for approval as a provider of a personal financial management instructional course. Frequently Asked Questions (FAQs) for credit counseling and debtor education applicants. Frequently Asked Questions (FAQs) for credit counseling and debtor education applicants. For questions related to either credit counseling or debtor education applications, please call 1-202-514-4100. For email: ust.cc.help@usdoj.gov (credit counseling) or ust.de.help@usdoj.gov (debtor education). To fax materials concerning either credit counseling or debtor education applications: 1-202-305-8536

About the United States Trustee Program & Bankruptcy
Background information concerning the United States Trustee Program and the United States Trustees' duties and responsibilities

Library of Handbooks and Reference Materials
Statement of operational policy and working manual for private trustees under the supervision of the United States Trustees. Also includes links to Check 21 Policy Statement and Frequently Asked Questions. Check 21 refers to the Check Clearing for the 21st Century Act (Public Law 108-100), which facilitates the use of electronic imaging of checks. Site also contains list of Uniform Transaction Codes (UTCs). Also available is the United States Trustee Manual, which is an operational guide for United States Trustees. These manuals are not intended as a full statements of the law and parties should ascertain whether they need an attorney

Bankruptcy Information Sheet
U.S. Trustee Program fact sheet covering the bankruptcy process.

Verifying the Employment Eligibility of Your Employees without Committing Unlawful Discrimination
Tips for small employers concerning the employment eligibility verification process
• Business Guide to Fair Employment
  This booklet describes employer obligations under the Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act's anti-discrimination provision.

• Chemical Reporting Change of Address
  Notifies DEA registered chemical handlers of a change in address for the submission of chemical import/export declarations, import/export of tableting or encapsulating machines, and other related reports.