UNODC
United Nations Office on Drugs and Crime

Guidance Note for Reporting of Seizure Cases

Note: **Seizure cases should be reported on a case by case basis for significant quantities.**
The description of each seizure case should include details using standardized data fields.
(For further information on seizure case data fields, see paragraphs 2 and 3 below.)

Threshold definition of 'significant' quantities

The defined thresholds of 'significant' quantities per drug, as used by UNODC, are as follows:

Opium, cannabis herb, cannabis resin and cannabis plants:	≥ 1 kilogram
Heroin, morphine, cocaine:	≥ 100 grams
Psychotropic substances:	≥ 100 grams
Seizures referring to trafficking by mail:	All quantities
New psychoactive substances:	All quantities

(Quantities below the threshold do not have to be reported, as stipulated by mandate, but their inclusion would be appreciated.)

1. Format of reporting:

With the need to improve efficiencies and to align with environment-saving Green initiatives the process of collecting Seizure Cases has been revised to enable automatic and paperless electronic processing. Please use the provided MS Excel template (Seizure Cases Data Collection Table) which lists seizure data in tabular form and in a compiled manner (i.e. listing all seizures per month or quarter).

The new Excel format should be completed in its electronic form and submitted, via email, to **unodc-ids@un.org**.

Please do not alter the data collection table format in any way as this may invalidate its automatic electronic processing. Requests for information and assistance on submission can be forwarded to **unodc-ids@un.org**, or telephone number +43-1-26060-3899**.** Thank you for your understanding and support.

The Seizure Cases data collection table and this Guidance note may also be downloaded from website at **https://www.unodc.org/unodc/en/data-and-analysis/statistics/drugs/seizures_cases.html**.

2. Seizure data fields:

- The following items (indicated by *) are mandatory:
  - Case #
  - Date
  - Drug(s) (Drug type, quantity, unit)
  - Trafficking method
  - Departure Country/Country Obtained

The first data row in the table in red italic font shows an example of how to complete the data collection table

3. A list of all the fields (with explanation):

- **Case #** Please assign different numbers to distinct seizure cases in increasing order (1, 2, 3...) Please use multiple adjacent rows with the same case number if multiple drugs were seized in   one case. You can also specify further details corresponding to the different drug types seized in the same case, e.g. opium that originated in country X and was hidden in luggage was seized together with cannabis that originated in country Y and was hidden inside car parts and amphetamine that originated in country Z and was swallowed, all in one seizure. Details that are common to all the drug type seized in one case (e.g. date of seizure, province/city where seizure took place, traffickers) need only be specified once per case, in the first row. See examples.
- **Date:** Exact date of the seizure, including day, month and year
- **Administrative division** (region, province or district) Administrative division to which the place belongs, where drugs were seized.
- **Specific place** (city, town, village, port, check point, border crossing, etc.) Specific name of the place where the seizure was made. For example: city, town, village, port, check point, border crossing, etc.
- **Drug:** Exact type of drug (Examples: Heroin, Cocaine, Cannabis herb, Cannabis resin, Amphetamine, Methamphetamine, Ecstasy-type (MDMA, MDA), etc.) (Information on drug groups, for example, Stimulants, Cannabis, is not sufficient.)
- **Quantity:** Exact quantity
- **Unit of Measure:** (Examples: Kilogram, Number of tablets/units, etc.)
- **Type of Routing** (Examples: Border - inbound, National territory/domestic seizure, International waters)
- **Method of Concealment:**
- Location/Installation: Area/place where the drug was seized (Examples of location: Building, Vehicle, Beach, Open air, Maritime zone, etc.) (Examples of installation: Post office, Railway station, Airport, etc.)
- Hiding Place: Place where the drug was hidden (Examples: Baggage, On body, Inside clothes, Swallowed, etc.)
- Transportation: Method of transportation (Examples: Commercial air, Private road, Rail, etc.)
- **Trafficking Route:** Countries listed in order of trafficking route
- Producing/Manufacturing Country: Country where the drug was produced or manufactured
- Departure Country/Country Obtained: Country Obtained refers to the country where the drugs last exchanged hands or were otherwise acquired. If unknown, please specify the country of departure for the trafficker(s), or the unaccompanied seized consignment, reaching your country. In the case of domestic seizures of drugs that were obtained locally (as frequently is the case with drugs for personal use or seizures from dealers), the Country Obtained would be your country.
- Transit Country1 First transit country
- Transit Country2 Second transit country
- Transit Country3 Third transit country
- Transit Country4 Fourth transit country If the routing involved more than four transit countries, please report this separately.
- Destination Country: Intended destination of the drug (destination of the traffickers' journey)
- **Comment:** Additional information
- **Source:** For example, the agency which made the seizure (Police, Customs, etc)
- **Number of Traffickers:** Total number of traffickers
- **Trafficker Details:** Details of individual trafficker (for up to 10 traffickers per seizure case)
- Nationality: Nationality of trafficker
- Age: Age of trafficker
- Sex: Sex of trafficker
- **Remarks** Any further information

4. Frequency of reporting:

In order to maintain an up-to-date database, it would be appreciated if seizures could be reported on a monthly or quarterly basis using the provided Seizure Cases data collection table.