**PHARMACY DEPARTMENT**

ORIGINAL

P & P APPROVAL

A.B. APPROVAL

**POLICY: MEDSAFE DRUG DISPOSAL AND DEACTIVATION**

**Purpose:**

To provide a safe and effective process for drug disposal of unwanted drugs, including Drug Enforcement Administration (DEA) classified controlled substances, for safety in homes, environmental protections, and preventing drug diversion. Further, provide opportunity for drug deactivation systems to neutralize drugs effectively, safely, and quickly.

**Procedure:**

1. Drug Disposal:
	1. Facility name is registered with the Drug Enforcement Administration (DEA) as a controlled substance authorized collector for disposal in accordance with the Secure and Responsible Disposal Act of 2010 Amendment to the Controlled Substance Act (CSA) and Title 21 Code of Federal Regulations (CFR) Part 1317- Disposal.
	2. Facility name maintains one 38 gallon MedSafe ultimate-user medication disposal system at the pharmacy and one system at pharmacy accepting controlled substances (Schedules II-V), non-controlled, and over-the-counter medicines. The 38 gallon MedSafe receptacles will be placed within the facility of the pharmacy in a location that is highly visible by staff to deter altering or theft of the receptacle.
	3. Padlock Keys will be stored in a locked drawer or cabinet that only a pharmacist has access.
	4. Ultimate users or authorized persons only may place unused drugs, including legally held controlled drugs and narcotics into the receptacle. (Schedules II, III, IV, and V only). Drugs should be left in original containers when possible with personal information removed if desired by Ultimate Users or authorized persons only.
	5. DO NOT:
		1. Place needles, syringes, lancets, injection pens, liquid chemotherapy drugs, chemo waste, or other medical waste in this receptacle.
		2. Place batteries, aerosol spray inhalers/cans, trach or other hazardous materials in this receptacle.
		3. Dispose of illicit drugs (Schedule I controlled substances) such as marijuana, cocaine, heroin, methamphetamine, etc.
		4. Place pharmacy inventory in this receptacle.
	6. Removal of Inner Liner/Box
		1. Ensure authorized employees that remove the Inner Liner/Box remain for entire collection process.
		2. Have a new Liner/Box ready prior to removing the full Inner Liner/Box from the MedSafe.
		3. Pull full Liner/Box and plastic bag from the MedSafe.
		4. Document removal of Inner Liner/Box and other steps in the MedSafe Step Log or other facility documentation as required under DEA regulations, 21 CFR 1317. Inner Liner Step Log provided by SHARPS Compliance, Inc. will be used by those authorized to collect controlled substances from ultimate users to record required information per 21 CFR Part 1304.22(f)(2). Copies can be obtained from the facility Shared drive. Completed forms will be scanned and saved to the facility Shared drive.
			1. When Liner is full, remove from inside of receptacle.
			2. Remove contents of Final Packaging Pouch (on box)
			3. Seal both 4 mil bags with included tie wraps
			4. Close box securely following the number sequence.
			5. After the first 3 flaps are closed, remove tape backing from 3 strips of double sided tape.
			6. Press the final flap, with double sided tape, down firmly so that the tape adheres to the inner flaps.
			7. Apply 2 strips of Tamper Tape to both sides of the box as shown (see 38 Gallon MedSafe Inner Liner Instructions found at facility Shared drive.
			8. Record your serial number from the top of the Liner for future reference.
			9. Hand the sealed Liner to your UPS driver or call Sharps Compliance to schedule a pick-up. The prepaid UPS shipping label is attached to the top of the box.
			10. Contact 800-772-5657 with questions regarding packaging or shipment of your materials.
		5. Make certain that tall items deposited in the MedSafe Collection Receptacle are contained inside the Inner Liner/Box. If there are drugs spilled over the top if this Inner Liner/Box, or drugs outside of the Collection Receptacle, place them into the new Liner/Box to be installed in the MedSafe Collection Receptacle.
		6. Place the new Inner Liner/Box into the MedSafe Collection Receptacle making sure the plastic bags are pulled around the box flaps.
		7. Lock the Collection Receptacle door.
		8. Ensure the collection site authorize employee locks the secondary lock.
		9. Remove full Inner Liner/Box and immediately provide to common carrier for shipment or store in securely locked cabinet or room with controlled access.
		10. Contact Sharps Compliance- Customer Service at 800-772-5657 or [www.sharpsinc.com](http://www.sharpsinc.com) to report problems with MedSafe or Inner Liner/Box including:
			1. Broken parts of the Collection Receptacle or damaged Inner Liner/Box
			2. Lost or Damaged Keys
			3. Any other issues you feel need attention
		11. The Inner Liner/Box is for single use. Do not reuse the Inner Liner/Box
	7. Obtain copy MedSafe 38-Gallon Inner Liner destruction report and save copy in the facility shared drive:
		1. Account Log-In information: [www.sharpstracer.com](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.sharpstracer.com_&d=DwMFAw&c=Kvv26BWkcPMLSd3gjl13yQ&r=DLAP4N4GwyBCE111t_zjCOurGirSZl-hE7fKM27-_GA&m=53oGLbKrBMyTp3Sa3BJbzeE52Fkn13HJ0wB4xdOZjxM&s=tF6hlCnDW3E7UackQDJrmNkMYlzKQ2MoVZnTTPyOBfM&e=)
			1. Facility
				1. User Name:
				2. Password:
2. Drug Deactivation:
	1. Pharmacy staff will provide a drug deactivation system with all acute controlled substance prescriptions routinely. Pharmacy staff will also provide a deactivation system and informational flyer to patients over 18 or Health Department staff requesting.