**Sample Medication Return**

**Policy and Procedure**

**Policy**

*\_ (facility name) \_\_\_* will provide medication collection with onsite receptacles.

**Purpose**

1. Provide community with a safe and reliable solution for unwanted or unused pharmaceuticals

**Procedure**

1. **Substances allowed to be returned in the medication receptacle**
   1. Any unwanted or unused prescribed (controlled and non-controlled) medications, over-the-counter medications, liquid medications with a tightly closed lid, and veterinary (pet) medications
2. **Substances not allowed in the medication receptacle**
   1. Illicit drugs (e.g. schedule 1 controlled substances such as marijuana, heroin, LSD) are not to be placed in receptacle
   2. Hazardous medications are not to be placed in receptacle
   3. Sharps (e.g. used or unused syringes, needles or lancets) are not to be placed in receptacle
3. **Unwanted medications may be disposed of by**
   1. a person who has lawfully obtained, and who possesses, a controlled substance for his/her own use or for the use of a member of his/her household or for an animal owned by him/her
   2. A person lawfully entitled to dispose of a person’s medications
4. **Inspection, Installation, and removal of receptacle liner**
   1. Shall be performed under the supervision of 2 *\_(facility name)\_\_\_* employees
   2. One of the employees will be a *\_(facility name)\_\_* pharmacist
   3. All inspections, installations, and removals of liners shall be documented in medication receptacle log
5. **Preparing Return Box for use**
   1. Prepare the cardboard box, place 1 integrity seal across the middle where the flaps meet then seal the bottom flaps with packaging tape
   2. Fold the top flaps down to the outside of the box. Do not fold top flaps inside the box
   3. Open liner and document the liner's identification number on the return packing list
   4. Place the liner inside the box and fold the liner over the box
   5. Place 1 of the adsorbent pads in the bottom of the bag (liner)
   6. Place prepared box with liner inside collection unit
   7. Identify the numbered seal (tie), and document the number on the return packing list
   8. Return the packing list, instructions, and numbered seal in the zippered plastic bag and place into the bottom of the medication receptacle unit to be available when unit is full and ready for disposal
6. **Inspection, and Shipping**
   1. Inspection of the receptacle should be performed by a pharmacist and a witness
   2. Inspection should occur on at least monthly basis
   3. Inspections should be documented on medication receptacle log
   4. When inspection reveals the box is full, the following will be completed:
      1. Place the remaining adsorbent pad on the top of the product in the bag (liner)
      2. Gather the excess of the liner and seal it closed using the numbered seal
      3. Complete the packing list form completely and place inside the packing list pouch
      4. Affix the packing list pouch to the outside of the box
      5. Close box top and place integrity seal in the center of the box where the flaps meet
      6. Secure with packaging tape
      7. Affix the return shipping label
      8. Box should be stored in a secure locked cabinet or securely locked room with limited access until transfer
   5. **Shipping**
      1. Visit common carrier website at \_\_\_\_\_\_\_\_\_\_
      2. Go to shipping tab and select "Schedule a pickup"
      3. Answer yes to question, “if have preprinted *\_(common carrier)\_\_* shipping labels for shipment” and enter tracking number listed on preprinted shipping label
      4. Provide an account number and zip code, use account number\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and zip code \_\_\_\_\_\_\_\_\_\_\_
      5. **Uncheck**box schedule your on call pick up below the account number (you are **not** scheduling an on call pick up)
      6. Continue filling out facility's information as requested
      7. Schedule a pickup via *\_(common carrier)* ground
      8. Ship to :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_