

MANUAL TITLE	Hometown Pharmacy Policies and Procedures Manual
POLICY #/TITLE	Medication Disposal/Destruction
APPLICATION	Facility Receiving Pharmacy Products and Services
EFFECTIVE DATE	July 1, 2016
REVISION DATE	September 13, 2016
APPROVED BY	Thain Ho (Tim) Wey, 9/13/16

APPLICABILITY:

This Section sets forth procedures relating to medication disposal and destruction.

PROCEDURE:

1. Medications that are found to be discontinued, expired, **partial doses (half tablets, unused portions of single dose vials or leftover ampules etc.)**, abandoned, refused, unverifiable, not administered, contaminated, and doses of controlled substances will be disposed of in accordance with the PHF's policy and DEA regulations.
2. **The consultant pharmacist will participate in the processing, packaging and shipment of medication for destruction during the monthly consulting visit or as needed or requested.**
 - a. Medication destruction is not completed on-site, but is sent to an off-site medication destruction company called Return Solutions.
3. **The Facility will place all disposed medications in a designated, secure location per PHF's policy.** Non-controlled meds for which the Facility will be credited are to be placed in the Hometown Pharmacy out box tote.
 - b. Medications will be credited if they are in a sealed container/bubble pack and have not been tampered with. They must not be controlled medications and it cannot be more than 14 days from the date of disposition.
4. Non-controlled medications will be processed for disposal by the PHF registered nurse.
5. The PHF records and sends all controlled substances, drugs listed in Schedules II, III, IV, or V, to Return Solutions in the presence of a pharmacist and a nurse employed by the Facility.
 - a. Return Solutions makes all documentation available for viewing electronically for controlled substances.
 - b. The medication will be entered into the Return Solutions website, where it will be checked for accuracy upon arrival.
 - c. The pharmacist will package the drugs to be disposed of and the medications will then be shipped to Return Solutions disposal site.
6. The Facility enters the following information on the drug destruction form when medications are being destroyed.
 - a. Client's name
 - b. Name and strength of medication
 - c. Prescription number
 - d. Amount of medication (dosage units) destroyed
 - e. Date of destruction
 - f. Signatures of witnesses
 - g. Method of disposition: ship to Return Solutions to destroy. Electronic records are stored on Return Solutions website.
7. **Controlled substances may not be returned to the pharmacy. All disposed medications must be recorded in the patient's individual Controlled Drug Record and the Medication Disposal Log. Please see the PHF Policy "Medical Disposal" for further details.**
8. For medications that are unverifiable by the contracted pharmacist including medications or substances brought in by patients, the pharmacist will dispose of these unverifiable

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“medications” or potential narcotics the same way they would destroy the verified/labeled controlled medications.

9. Records of medication disposal are retained for three years.
10. Medications disposed of will be separated from hazardous waste. See PHF policy for hazardous waste.
11. See Attachment A for more information on Return Solutions

SOURCE: CCR Title XXII § 77079.10

Return Solutions website: <http://www.drugreturns.com/>

Attachment A

RETURN SOLUTIONS:

- Return Solutions is a reverse distributor with destruction services. It was chosen due to the ease of electronic record retrieval. These records are kept by Return Solutions for six years.
- This program was developed due to a need for manufacturers, wholesalers, pharmacies, and

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doctors' offices to have a safe, simple, approved manner in which to dispose of unwanted, unsalable pharmaceutical products.

- Return Solutions is licensed with the DEA to process and dispose of controlled substances (CII-CV). Their facility is equipped with numerous security measures for storing these items while awaiting destruction. The drugs are then transported under lock and key by at least two Return Solutions employees to an EPA approved incinerator where the destruction is witnessed. DEA 41 forms are then prepared, signed, and copies mailed to you and the Drug Enforcement Administration. This provides a complete audit trail for your controlled substances.