GenerationRx
Safe medication practices for life.

Planning considerations for drug take-back events

Local partners

1. **Law enforcement** — must be present to take custody of controlled medications. By law, law enforcement officers are the only people who can be in possession of the collected medications. This starts by taking medications from the participants until the medication is properly destructed.
   - **Budget**: There may be a cost associated with this. Contact your local law enforcement to determine if they will comp service hours or will charge for participating. We have found that it is more likely for local law enforcement to comp service hours on the National Prescription Drug Take-Back Days (October 27, 2018; Spring 2019 TBD).
   - We have found that the local law enforcement typically coordinates the pickup of any medications received with the U.S. Drug Enforcement Administration (DEA). Local law enforcement must transport medications to the DEA evidence locker and maintain secured locked possession until destructed.
2. **State Board of Pharmacy** — contact the state agency regulating controlled substances to discuss any requirements of notification prior to the event and to determine whether additional requirements exist for medication disposal in your state.
3. **Environmental Protection Agency (EPA)** — recommended to notify your state's EPA.
4. **DEA** — must provide approval for drug take-back days outside of the National Prescription Drug Take-Back Days (October 27, 2018; Spring 2019 TBD). The following details are needed:
   - Date, time and location
   - Description of participating law enforcement
   - Description of event, including medications that will be accepted and the disposal method

It is recommended that you check the requirements in your area with local law enforcement, local DEA and the State Board of Pharmacy when planning your disposal day event. This document is not to be construed as legal advice.

Preparing for the event

1. **Identify the date, time and location**
   Recommend outdoor events with the ability for participants to drop off medications while in a car
2. **Determine what medications will be collected**
   i.e., pills, liquids, needles, thermometers, aerosol
3. **Determine responsibilities for each partner involved**
4. **Determine the disposal method with local law enforcement**
5. **Prepare and distribute promotional materials**
   Customizable resources (i.e., poster, flyer and table tent) as well as a social media plan with graphics and a brief promotional video are available. Please contact your sales representative.
6. **Secure day-of-event volunteers**
   Recommend volunteers to help direct traffic and pass out educational materials.

Logistical supplies

1. Site set-up

- Tables and chairs
- Tents/canopies
- Traffic cones
- Caution tape to define restricted areas
- Signage specifying the work stations
- Signage to direct participants
- Educational displays, display boards and easels

2. Collection supplies

- Recycling bins for excess medication packaging, pill containers, etc.
- Contact your local solid waste management district to learn more about recycling options.
- Plastic containers to secure medications for destruction*
- Sealable plastic bags*
- Containers specified for sharps
- Containers specified for thermometers
- Packing tape
- Scissors
- Permanent markers to blackout information on prescription bottles
- Inventory sheets (optional)
- Copies of participant survey
- Educational handouts and other giveaway items
- Generation Rx educational materials are available from the Cardinal Health Foundation. Please contact your sales representative.
- Pencils and pens, clipboards, note pads/paper

3. Supplies for staff / volunteers

- Name tags
- Safety vests for those directing traffic
- Protective gloves and masks for law enforcement
- Hand sanitizer
- Snacks and refreshments

*Local DEA may provide these items

It is recommended that you check the requirements in your area with local law enforcement, local DEA and the State Board of Pharmacy when planning your disposal day event. This document is not to be construed as legal advice.

GenerationRx
Safe medication practices for life.

Brought to you by:

The Ohio State University
College of Pharmacy

Cardinal Health™
Foundation

Lit. No. 5CR18-801088 (05/2018)