



GENERAL ORDER

Pharmaceutical Medication Surrender Bin

Purpose and Scope

This Order establishes directives for the medication surrender bin (collection receptacle). The collection receptacle provides an option to discard unwanted, unused, or outdated prescription schedule II through V controlled substance medications. This allows for the voluntary surrender and disposal of pharmaceutical medication in a safe and effective manner consistent with prescription medication take-back services. Officers may provide this resource should they encounter a need for pharmaceutical medication disposal.

Affected Personnel

All sworn employees

Authority

U.S. Code of Federal Regulations Title 21 Part 1317 – Disposal of Controlled Substances
CA Senate Bill 1229 Home-generated pharmaceutical waste: secure drug take-back bins (2015-2016)

Effective Date

February 10, 2021

Definitions

Collection: To receive a controlled substance for the purpose of destruction.

Secure drug take-back bin (Surrender Bin): A substantially constructed container with a permanent outer container and a removable liner that:

- A. Can receive home-generated pharmaceutical waste;
- B. Is securely fastened to a permanent structure so that it cannot be removed;
- C. Is securely locked;
- D. Includes a small opening that allows contents to be added but does not allow removal of the inner liner's contents; and
- E. Prominently displays a sign indicating only Schedule II through V controlled and non-controlled substances are acceptable.

I. Use of Surrender Bin

- A. Placement
 1. The surrender bin is:
 - a. Located in the Recovery Treatment Center public lobby at 8745 Folsom Boulevard Sacramento, CA 95826;
 - b. Permanently secured to the floor in front of the reception window; and
 - c. Intended to be self-service.

B. Staff Access for Maintenance

1. Two designated sworn staff must be present upon opening the bin for any reason.
2. Staff present upon opening of bin must utilize the [California Drug Take-Back Program online portal](#) to update Probation's bin liner removal, shipping, and new liner installation information.
3. Two sets of keys will be maintained; one set is secured with a designated Supervisor of Adult Community Corrections and one set is secured with the Adult Community Corrections Chief Deputy.
4. Bin liner removal instructions are included in the Adult Divisions Adult Community Corrections Procedure Manual: Pharmaceutical Medication Surrender Bin.

C. Client Self-Service Use

1. Directions for use, including authorized and unauthorized items, are clearly stated on the receptacle signage.
2. Items must be in original prescription bottle or in a zip top bag. Zip top bags are located in the Recovery Treatment Center's reception area and provided upon request.
3. Authorized Items:
 - a. Prescription medications;
 - b. Over-the-counter medications;
 - c. Medicated ointments and lotions; and
 - d. Pet medications.
4. Unauthorized Items:
 - a. Auto-injectors (e.g. EpiPen®);
 - b. Business medical waste (e.g. company representatives' product samples, waste from hospitals, clinics, and from doctor, dentist, and veterinarian practices);
 - c. Chemotherapy or cytotoxic medications;
 - d. Compressed cylinders or aerosols (e.g. asthma inhalers);
 - e. Illegal (Schedule I) controlled substances (e.g. marijuana, heroin, LSD, etc.);
 - f. Iodine-containing medications;
 - g. Medical sharps and needles (hypodermic needles, syringes, auto injectors, infusion sets, connection needles/sets, and lancets);
 - h. Mercury thermometers;
 - i. Radiopharmaceuticals;
 - j. Thermometers; and
 - k. Vitamins and dietary supplements.

II. Field Confiscation of Medication

- A. At the discretion of the officer, he/she may:
1. Direct clients or other individuals to the public lobby of the Recovery Treatment Center for self-service medication surrender;
 2. Confiscate medication from clients while conducting field duties and book them for destruction; or
 3. Confiscate medication from clients while conducting field duties and dispose of them in the collection receptacle following the steps below:
 - a. Complete the Pharmaceutical Medication Confiscation Form.

Pharmaceutical Medication Surrender Bin General Order

- b. Dispose of confiscated medication as soon as reasonably possible, no later than the end of their shift.
- c. Upload the completed Pharmaceutical Medication Confiscation Form into FileNet Documents relative to the client.
- d. Document the confiscation of medication in a chrono note.
- e. Administrative Professional staff and, on occasion, officers will scan and upload the Pharmaceutical Medication Confiscation Form into the designated folder located in the Probation Public folder <P:\Adult Community Corrections\Pharmaceutical Medication Surrender Bin> and are responsible for ensuring the form is uploaded correctly.

B. The collection of pharmaceutical medication must not be used as an alternative to the normal booking procedure for items of evidentiary value.

III. Legal Responsibility

“Any collector that maintains a secure drug take-back receptacle shall not be liable in a civil action, or be subject to criminal prosecution, for any injury or harm that results from the collector maintaining a secure drug take-back bin on its premises provided that the collector, not for compensation, acts in good faith to take all of the following steps to ensure the health and safety of consumers and employees and the proper disposal in the waste stream of the home-generated pharmaceutical waste contained in a secure take-back bin, unless the injury or harm results from the collector’s gross negligence or willful and wanton misconduct.”

Senate Bill 1229 1714.24 Home-generated pharmaceutical waste: secure drug take-back bins. (2015-2016)

IV. Financing

The Sacramento County Probation Department was awarded a grant funded by the California Product Stewardship Council, which allocated funds for four (4) bin liners and the shipping and disposal of contents. The State of California may reimburse local agencies for costs to maintain this program.

Attachments

[Pharmaceutical Medication Confiscation Form](#)

Amends/Replaces Previous Procedure

N/A - NEW

Authorized By Lee Seale, Chief Probation Officer

Date January 25, 2021