



University of Wisconsin–Madison Police

Policy: 41.12

SUBJECT: PHARMACEUTICAL DISPOSAL PROGRAM

EFFECTIVE DATE: 11/01/13

REVISED DATE: 02/15/17

REVIEWED DATE: 02/15/17

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41.12.1 ADMINISTRATIVE RULES

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POLICY:

The University of Wisconsin–Madison Police Department recognizes the importance of properly disposing unused and outdated medications. To assist in the proper disposal of medications, the Department will host and maintain a secure disposal container, hereinafter referred to as “MedDrop” Box that will be accessible by members of the community.

DEFINITIONS:

“MedDrop Box” refers to a secure container in a location accessible to the public 24/7. The MedDrop Box program is supported locally by Safe Communities.

“Acceptable Medications” refers to pills, salves, medication for pets, inhalers, ointments, lotions, and liquid medicines brought in by residents in either their original containers or in other non-leaking containers. Labels on medications are not required.

“Disposal Bag” refers to a plastic sealable bag used to contain any solid medications that are not enclosed within the original container.

“Unacceptable Medications” refers to medications brought from nursing homes, clinics, doctors’ office, or other businesses which distribute medications, needles/sharps, thermometers, bloody or infectious waste, IV bags, oxygen tanks, nebulizer machines, illegal drugs, hydrogen peroxide, aerosol cans, or any other hazardous waste.

PROCEDURE:

41.12.1 ADMINISTRATIVE RULES

The following shall describe and govern the MedDrop Box program general rules:

- A. The MedDrop Box will be accessible by all citizens 24 hours per day inside the Department lobby. The MedDrop Box will be bolted to the floor or a wall to prevent removal.
- B. Messaging, signage and branding guidelines for the MedDrop Box program will be completed by the Safe Communities organization.
- C. Containers will be placed next to the MedDrop Box for the disposal and recycling of empty medicine bottles and containers.
- D. The Department will participate in any evaluation process or in the completion of forms as required by the Safe Communities MedDrop Box program.

41.12.2 PHARMACEUTICAL DISPOSAL PROGRAM PROCEDURES

The following shall describe MedDrop Box procedures:

- A. The MedDrop Box will be checked and emptied as needed by a minimum of two sworn Department employees.
- B. The MedDrop Box is secured with two separately keyed locks. The keys shall be secured in the Department KeyWatcher on separate key rings. Only authorized sworn personnel will have access to the keys within the KeyWatcher. One officer shall not sign out both keys at the same time. Any time access to the MedDrop Box is required, an event ID shall be taken. Authorized user access for both the key watcher keys and the storage location in the Environmental Protection and Safety Building is restricted to 6am – 6pm.

- C. Medications in the MedDrop Box will be sorted and separated by a minimum of two sworn Department employees according to the guidelines of the Safe Communities MedDrop Box program. Once any unacceptable medications are separated and removed from containers, the containers will be labeled, sealed with evidence tape and initialed, and weighed. Any containers transported to the safety building, including partially full containers, shall be weighed. The call notes shall contain the weight of any containers left at the storage room at the Environmental Protection and Safety Building. All container information will be documented on the “MedDrop Med Room Count” excel spreadsheet.
- D. Any known illicit or illegal drugs will be separated from the accepted items. A separate event ID will be taken and all illicit or illegal drugs will be destroyed per Department policy.
- E. During the emptying of the MedDrop Box, the sworn officer(s) shall have sole control over all substances and the collection box.
- F. Medications removed from the MedDrop Box shall be placed into leak-proof and secure containers. All containers will be emptied into a secured temporary storage [REDACTED] [REDACTED] utilizes electronic access control, and only authorized sworn Department members are granted access. Access records for this room will be accessible to the Professional Standards Lieutenant upon request. [REDACTED]
- G. Destruction of unacceptable medications will be completed in accordance with the standards of the Safe Communities MedDrop Box program. The University of Wisconsin – Madison Environment, Health and Safety Department will provide assistance with disposal of unapproved items.
- H. [REDACTED]
- I. The Day Shift Patrol Lieutenant or Designee will be responsible for completing a documented audit of the MedDrop program at least twice annually. This audit will include weighing a random sampling of at least 5 containers, as well as reviewing the room access records from the access control system. The annual audit will also include a review of the policy and procedures involved in program maintenance.
- J. [REDACTED]