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# UW-Madison Police Department

**Policy: 41.12**

**SUBJECT: PHARMACEUTICAL DISPOSAL PROGRAM**

**EFFECTIVE DATE: 11/01/13**

**REVISED DATE: 02/15/17; 02/20/19; 02/05/20;**

**REVIEWED DATE: 02/15/17; 05/18/18; 02/02/21; 02/04/22; 06/02/23; 06/10/24; 10/27/25**

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**POLICY:**

The UW-Madison Police Department recognizes the importance of properly disposing unused and outdated medications.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

**DEFINITIONS:**

“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.

“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.

“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**

- A. The MedDrop Box shall be accessible to all citizens 24 hours/day inside the Department lobby. The MedDrop Box shall be bolted to the floor or a wall to prevent removal.
- B. Messaging, signage and branding guidelines for the MedDrop Box program shall be completed by the Safe Communities organization.
- C. Containers shall be placed next to the MedDrop Box for the disposal and recycling of empty medicine bottles and containers.
- D. The Department shall 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**

- A. The MedDrop Box shall be checked and emptied as needed by a minimum of two sworn, trained, and authorized 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 shall 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 shall be sorted and separated by a minimum of two sworn Department employees during normal operations and/or department sponsored events, according to the guidelines of the Safe Communities MedDrop Box program. Once any unacceptable medications are separated and removed from containers, the containers shall 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 weight of any containers left at the storage room at the Environmental Protection and Safety Building shall be documented electronically. All container information shall be documented on the “MedDrop Med Room Count” excel spreadsheet.
- D. Any known illicit or illegal drugs shall be separated from the accepted items. A separate event ID shall be taken and all illicit or illegal drugs shall 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 shall be emptied into a [REDACTED] and only authorized sworn Department members are granted access. Access records for this room shall be accessible to the Professional Standards Lieutenant upon request. [REDACTED].
- G. Destruction of unacceptable medications shall be completed in accordance with the standards of the Safe Communities MedDrop Box program. The University of Wisconsin – Madison Environment, Health and Safety Department shall provide assistance with disposal of unapproved items.
- H. [REDACTED]
- I. The Day Shift Patrol Lieutenant or Designee shall be responsible for completing a documented audit of the MedDrop program at least twice annually. This audit shall 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 shall also include a review of the policy and procedures involved in program maintenance.
- J. [REDACTED]