

EFFECTIVE DATE: 05/02	DEPARTMENT OF PHARMACY POLICY & PROCEDURE	SECTION: Operations
REVIEW DATE: 4/05		Page 1 of 1
<u>REVERSE DISTRIBUTION OF CONTROLLED SUBSTANCES</u>		

POLICY

Outdated controlled substances shall be stored and disposed of in a manner that complies with applicable federal and state laws.

PROCEDURES

- I. Removal of outdated controlled substances stored in Pyxis machines
 - A. Most controlled substances stored in Pyxis will be removed prior to the expiration date labeled on their package according to the unit review procedure. Exceptions to this procedure include short-dated controlled substances (e.g., fentanyl PCA, morphine syringe for inhalation) which will be removed on a daily basis by the narcotic technician. A complete listing of these short-dated products is available on the 'Unit Review Instruction Sheet for Technicians'.
 - B. Removal of outdated controlled substances from a Pyxis machine shall take place using the 'Outdate Function'. Upon returning to the Inpatient Pharmacy, the controlled substances must be returned to CII-Safe, then placed in the CII-Safe Expired Medication Bin according to the 'CII-Safe Narcotic Vault Procedures'. Placing a controlled substance in the expired bin must be a witnessed transaction, with both individuals signing the 'Waste/Expire/Recall' receipt.
- II. Removal of outdated controlled substances stored in CII-Safe
 - A. Outdated controlled substances that are discovered while inventorying CII-Safe will be placed in the CII-Safe Expired Medication bin according to the 'CII-Safe Narcotic Vault Procedures'.
- III. Emptying of CII-Safe Expired Medication Bin
 - A. The Department of Pharmacy will utilize a 'return goods processing service' for removal and destruction of controlled substances. The return service will provide a form for inventorying controlled substances as they are removed from the CII-Safe Expired Medication Bin. The form must be completed and signed by an Assistant Director of Pharmacy or his/her designee along with a representative of the return service. Returns must be packaged with both individuals present. The return service will transfer the contents and quantities of CII controlled substances from the inventory form onto a DEA 222 form and mail the form to the Department of Pharmacy. Upon receiving the 222, the Assistant Director of Pharmacy or his/her designee will attach a mailing label and ship all packages to the return service.

RESPONSIBLE FOR REVIEW: Assistant Director of Pharmacy



Director of Pharmacy