



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

762 - PHARMACEUTICAL COLLECTION AND DISPOSAL

GENERAL ORDER: 2022-XX
ISSUED: February 7, 2022

EFFECTIVE: February 7, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: January 7, 2022

ACTION: Amends General Order 2016-66 (December 2, 2016)

WILEAG STANDARD(S): 11.2.1, 11.2.4

ROLL CALL VERSION

Contains only changes to current policy.
For complete version of SOP, see SharePoint.

762.00 PURPOSE

The purpose of this standard operating procedure is to establish a policy regarding the safe collection, disposal and destruction of pharmaceutical waste, ~~in partnership with the CVS Drug Disposal for Safer Communities Program, Milwaukee Metropolitan Sewerage District (MMSD), and the Milwaukee County Substance Abuse Prevention Coalition (MCSAP).~~

762.05 DEFINITIONS

A. ULTIMATE USER

~~As defined by the United States Code Controlled Substances Act a "person who has lawfully obtained, and who possesses, a controlled substance for his own use or the use of a member of his household or for an animal owned by him or by a member of his household."~~

C. NON-REGISTRANT

~~A person in lawful possession of a prescription controlled substance in schedules II, III, IV, or V who has the authority to transfer a substance to an authorized person.~~

D. AUTHORIZED PERSON

~~A person who is an ultimate user or who is lawfully entitled to dispose of a decedent's property if that decedent was an ultimate user who died while in lawful possession of a controlled substance.~~

AE. COLLECTION RECEPTACLES

The MedReturn II Drug Collection Units located within municipal court and district stations two (2) through seven (7).

CF. INNER LINER

DG. MEDICATION

762.10 MEDRETURN II DRUG COLLECTION UNITS (WILEAG 11.2.1, 11.2.4)

- A. The collection receptacles shall be located in the municipal court and inside the lobbies of district stations two (2) through seven (7). The collection receptacles shall be clearly marked, securely mounted, locked and under 24 hour video surveillance.
(WILEAG 11.2.1.5)

762.15 PROPERTY CONTROL DIVISION RESPONSIBILITIES (WILEAG 11.2.1)

- A. Property Control Division (PCD) personnel shall be the only authorized personnel with access to open the locked collection receptacles.
2. PCD personnel shall clearly mark the size of the inner liner on the outside of the storage box (e.g., 5-gallon, 10-gallon) and indicate on the outside of the storage box the location of where the 10 gallon inner liner was deployed (e.g., municipal court, district 2, 3, 4, Prescription Mail Back Program).
(WILEAG 11.2.1.4)

B. RECORD KEEPING REQUIREMENTS

3. The record of receipt shall be maintained together with the corresponding record of return or destruction on the Registrant Record of Controlled Substances Destroyed form (form DEA-41).

C. DISPOSAL AND DESTRUCTION

4. The Property Control Division manager, or designee, shall be responsible for the transfer of the prescription controlled substances in schedules II, III, IV, or V and the over-the-counter medications to a person registered or authorized to accept prescription controlled substances for the purpose of destruction. At least two PCD officers and one supervisor shall be responsible for the direct transport to the registered location and shall remain at the location until either disposal is complete or the medications are turned over to an authorized collector for disposal (e.g., Wisconsin Department of Justice).
2. A PCD supervisor, or designee, shall complete the Registrant Record of Controlled Substances Destroyed form (form DEA-41) once the disposal is complete.
3. Form DEA-41 shall be maintained as a record of destruction by the PCD for two years.
(WILEAG 11.2.1.7)

762.20 PRESCRIPTION DRUG MAIL-BACK PROGRAM (WILEAG 11.2.1)

- A. The purpose of this section is to establish a policy regarding the safe collection, disposal and destruction of pharmaceutical waste from the prescription drug mail-back program, in

~~partnership with the CVS/Caremark Pharmacies, Milwaukee Metropolitan Sewerage District (MMSD), and the city of Milwaukee.~~

~~B. POSTAGE-PAID ENVELOPES FOR PRESCRIPTION DRUG MAIL-BACK PROGRAM~~

- ~~1. The Printing and Stores Section shall obtain the secure, tamper-proof, postage-paid envelopes for deposit and mailing of surplus and unneeded prescription drugs from CVS/Caremark Pharmacies.~~
- ~~2. The Printing and Stores Section shall deliver the envelopes for distribution to the public to the seven district stations and the Office of Community Outreach and Education.~~
- ~~3. The district stations and Office of Community Outreach and Education shall ensure the postage-paid envelopes are secured in a location approved by their respective commanding officer and shall distribute the envelopes when requested by members of the public.~~
- ~~4. The Office of Community Outreach and Education and district community liaison officers may also distribute the postage-paid envelopes to members of the community at community events, block watch meetings, etc.~~
- ~~5. Department members who distribute the postage-paid envelopes shall advise the person receiving the envelope they need to follow the instructions contained in the envelope describing how the prescription drugs shall be mailed.~~

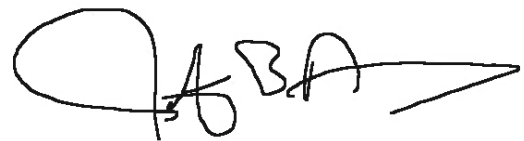
~~C. PROPERTY CONTROL DIVISION RESPONSIBILITIES~~

- ~~1. PCD personnel shall be the only authorized personnel with access to open the postage-paid envelopes that are mailed to the department.~~

~~An envelope will only be opened if it is believed that the contents inside the envelope are suspected of posing a threat to being stored at the Property Control Division. Under the direction of a PCD supervisor, the envelope shall be opened under camera view. If the contents are deemed a threat, the contents shall be destroyed according to established protocol. If the items are not a threat, the envelope will be re-sealed with tamper-resistant tape and stored accordingly.~~

- ~~2. PCD personnel shall only weigh envelopes suspected of exceeding 8 ounces in weight and shall maintain a log of the account number of each envelope received by the department.
(WILEAG 11.2.1.3)~~
- ~~3. PCD personnel shall clearly mark the size of the inner liner on the outside of the storage box (e.g. 5 or 10-gallon) and indicate the location of where the inner liner was deployed (e.g., Prescription Mail Back Program).
(WILEAG 11.2.1.4)~~

- ~~4. PCD personnel shall place each liner inside an authorized destruction box. Each box shall be weighed and placed on inventory. The liner contents shall be inventoried as safekeeping and the inventory description shall include the location of where the inner liner was deployed (e.g., Prescription Mail Back Program) and the weight of the box. (WILEAG 11.2.1.1, 11.2.1.4)~~
- ~~5. The PCD shall maintain a log with the date, place, and method of destruction for the envelopes destroyed. (WILEAG 11.2.1.7)~~
- ~~6. The record of receipt shall be maintained together with the corresponding record of return or destruction on the Registrant Record of Controlled Substances Destroyed form (form DEA-41).~~
- ~~7. The Property Control Division manager, or designee, shall be responsible for the transfer of the envelopes containing the prescription drugs to a person registered or authorized to accept prescription drugs for the purpose for destruction. At least two PCD officers and one supervisor shall be responsible for the direct transport to the registered location and shall remain at the location until either disposal is complete or the medications are turned over to an authorized collector for disposal (e.g., Wisconsin Department of Justice).~~
- ~~8. A PCD supervisor, or designee, shall complete the Registrant Record of Controlled Substances Destroyed form (form DEA-41) once the disposal is complete.~~
- ~~9. Form DEA-41 shall be maintained as a record of destruction by the PCD for two years.~~
- ~~10. The Property Control Division manager, or designee, shall be responsible for verifying each returned envelope's unique transaction number through the United States Postal Service's accounts database and providing a monthly report to the Office of the City Treasurer detailing the review.~~



JEFFREY B. NORMAN
CHIEF OF POLICE