**Medication Disposal Kiosk Pre-Service Setup**

# Prior to initiating Stericycle’s host-packaged/self-service kiosk program,

# complete the following steps:

1. Apply in writing to the U.S. Department of Transportation to obtain party status to Special Permit 20255:
   * Party status to SP 20255 is required for any facility whose staff package kiosk boxes for shipment
   * Refer to Stericycle’s party status application template letter for additional information
2. Modify each host location’s Drug Enforcement Administration (DEA) registration to add collector status and provide license copies to Stericycle:
   * Can be completed online at <https://apps.deadiversion.usdoj.gov/webforms2/spring/login?execution=e1s1>
   * Required for all DEA registrant host locations (ex. retail pharmacies, hospitals)
   * Not required for law enforcement agencies (LEAs)
   * Retail pharmacies, hospitals and clinics should also contact their state Board of Pharmacy and refer to local consumer medication take-back legislation to verify any additional registration or collection requirements
   * Note: DEA regulations require long-term care facilities (LTCFs) who host a medication collection kiosk to partner with a DEA registrant such as a retail pharmacy or hospital to operate their kiosk program. LTCFs should verify the registrant status of their selected partner as part of the set-up process.
3. Identify a compliant area within the host location to install the kiosk:
   * Retail pharmacies Must be within direct line of sight of pharmacy counter
   * Hospitals/clinics/long-term care facilities Must be in an area regularly monitored by employees and not used for urgency or emergency care
   * Law enforcement agencies Must be inside the physical law enforcement location
   * In all settings, kiosks must be permanently affixed to the floor or wall
   * Refer to Stericycle’s medication kiosk installation instructions for additional information
   * Note: These requirements represent DEA regulations only; retail pharmacies, hospitals and clinics should also contact their state Board of Pharmacy and refer to local consumer medication take-back legislation to verify any additional placement or storage requirements
4. Train host location staff:
   * DEA Tracking log must be maintained for each kiosk liner
     + Host locations must track each unique kiosk liner number throughout all stages of the collection process
     + Two host location employees must witness each kiosk service and sign log to document
     + Refer to Stericycle’s kiosk tracking log template for additional information

* DOT Staff who package boxes for shipment must be trained per DOT requirements
  + Staff who package boxes for shipment must have completed DOT hazardous materials training as well as training specifically on SP 20255
  + Refer to Stericycle’s SP 20255 training content for additional information
  + A copy of DOT Special Permit 20255 must be maintained at each host location
  + Further online HAZMAT training is available from the DOT at <https://www.phmsa.dot.gov/training/hazmat/training-modules>
* Any additional facility-specific or jurisdiction-specific safety protocols, policies or procedures

1. Ensure host location staff are familiar and comfortable with the service process:
   * Each site will receive an initial supply of kiosk “kits,” each including a box, liner and

barcode

* + Depending on your service model, you will either contact Stericycle to order more kits (see contact info below), or Stericycle will automatically ship a new kit out when a full box is received.
  + The host location is responsible for coordinating pick-up of full boxes by UPS
  + Accepted/prohibited items Refer to kiosk signage for additional information

# Questions?

Contact Stericycle’s dedicated kiosk client services team at: 877-787-0375 or [RxTakeBack@stericycle.com](mailto:RxTakeBack@stericycle.com)