***Prior to initiating Stericycle’s technician-assisted kiosk service, complete the following steps …***

1. Modify each host location’s 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 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.

1. 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 🡪 Must be in an area regularly monitored by employees and not used for urgency or emergency care
* Law enforcement agencies 🡪 Must simply 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 informationNote: 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

1. Train host location staff:

* DEA regulations require a tracking log to be maintained fore 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 the log to document
* A copy of DOT Special Permit 20255 must be maintained at each host location
* Refer to Stericycle’s kiosk tracking log template for additional information
* Host locations should also train staff to any facililty-specific or jurisdiction-specific safety protocols, policices or procedures

1. Ensure host location staff are familiar and comfortable with the service process:

* Service is routed automatically on a set recurring schedule (ex. every 7, 14 or 28 days)
* Stericycle technician removes, packages and schedules full boxes for shipment via common carrier
* Full boxes are left with host location staff to await pick-up by UPS
* Both kiosk keys must stay with host location staff at all times
* Accepted/prohibited items 🡪 Refer to kiosk signage for additional information

Questions?

Contact Stericycle’s dedicated take-back client services team at 877-787-0375 or RxTakeBack@stericycle.com