



MedDrop™ Medication Collection Kiosk

Return Kit Instructions

Customers utilizing Stericycle's medication collection kiosks are provided boxes and liners that are designed to meet the requirements in DOT-SP 21489. It is imperative that only the liners and boxes provided by Stericycle are used for consumer medications accumulated in Stericycle's medication collection kiosks. Other liners and boxes cannot be shipped under the special permit and will not be picked up by UPS for destruction by Stericycle. The special permit, DOT-SP 21489, requires that shippers follow these detailed closure and packaging instructions. Prior to shipment staff must be trained on these requirements.

This return kit must not ship through the common carrier if it has not been properly and securely assembled. Do NOT exceed the maximum return weight of 50-pounds.

RETURN KIT ASSEMBLE INSTRUCTIONS:

- 1 Unfold box.
- 2 Using the box provided by Stericycle, build box by taping the bottom of the box closed using strong packaging tape.
 - Make an "H" pattern by applying 2 strips of tape across the middle seam and 1 strip of tape on each end.
 - Ensure the tape extends 6 inches over the sides of the box.
- 3 Fold box flaps down and out, then add liner into box and over flaps. Once liner is in place confirm the liner barcode is visible and easily accessible.
- 4 Add adsorbent pad into liner.
- 5 Note the liner barcode number for tracking, confirm it corresponds with box UPS tracking barcode on the box in your DEA tracking log.

Please keep this document on file as a reference for servicing your MedDrop™ Medication Collection Kiosk.

- 6 Place box in kiosk.



MedDrop™ Medication Collection Kiosk Return Kit Includes:

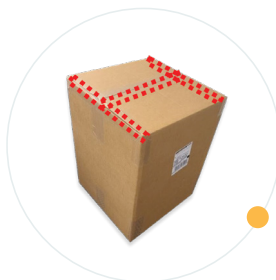
- This instruction sheet
- Cardboard box with pre-printed UPS return label and manufacturer label
- Opaque plastic liner with unique numerical identifier
- Plastic zip tie
- Tape strips
- Absorbant pad



PACKAGING AND CLOSING INSTRUCTIONS FOR RETURN SHIPMENT:

Follow your organizations polices for use of personal protective equipment (PPE) such as protective gloves and eyewear.

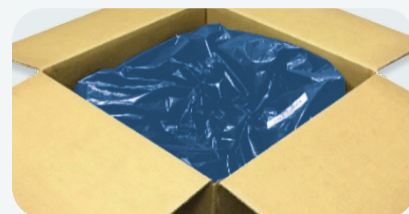
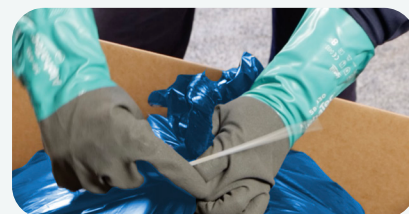
- 1 With two employees members (DEA registrants or law enforcement agency) who have completed Stericycle's US DOT special permit 21489 training present, unlock lower access to kiosk and remove box and liner from kiosk.
- 2 Confirm the liner number being shipped corresponds with UPS tracking barcode number label on the box and has been noted for your Drug Enforcement Administration (DEA) records to be later communicated to Stericycle.
- 3 Visually inspect the liner and box for signs of leakage. If signs of leakage are detected, and an additional box and liner are needed, please contact RxTakeback@Stericycle.com.
 - If leakage is observed or the container is damaged, pack into a new liner without removing the contents of the first liner. Make note of both liners for recordkeeping, one inner and one outer liner.
- 4 Gather the top portion of the liner in your hands, compressing the liner to remove trapped air. Spin the top of the liner several times. Fold the top portion of the gathered liner over on itself and secure with a zip tie.
- 5 Tape the box closed using strong packaging tape.
 - Make an "H" pattern by applying 2 strips of tape across the middle seam and 1 strip of tape on each end.
 - Ensure the tape extends 6 inches over the sides of the box.
- 6 Set up a new box and liner following the assembly instructions on page 1.
- 7 Call UPS at 800-742-5877 or submit a pickup request at https://wwwapps.ups.com/pickup/schedule?loc=en_US9.
- 8 Store the full box in locked, secured access location until it can be given to the common carrier.



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REMINDER: How To Goose-Neck Liner

- Compress the bag to remove trapped air
- Spin the top of the liner several times
- Fold the top over on itself
- Secure the fold with the zip tie



Important Reminders

- Two employees must oversee the servicing of the kiosk and sign the tracking log.
- Employees involved with packaging full boxes for shipment must complete training on US DOT Special permit 21489.
- Maintain a copy of the special permit at your site, you can download a copy by going here: <https://www.phmsa.dot.gov/approvals-and-permits/hazmat/special-permits-search> and using the search feature to find "21489" or assess a copy of it on the customer portal.
- Boxes should not be shipped if they are leaking, damaged or heavier than 50 lbs.
- Only one liner can be placed in each box
- If shipping label is damaged, contact Stericycle to obtain a replacement – DO NOT CREATE YOUR OWN LABEL OR SHIP USING ANY CARRIER OTHER THAN UPS.
- DO NOT OVERFILL INNER LINER. If another box and liner is needed, please contact RxTakeBack@Stericycle.com.