

MedDrop™ Medication Collection Kiosk Pre-Service Setup

SELF-SERVICE PROGRAM INSTRUCTIONS

Prior to initiating Stericycle's self-service kiosk program, please complete the following steps:

1. MODIFY DEA REGISTRATION

- Modify each host location's Drug Enforcement Administration (DEA) registration to add collector status and provide license copies to Stericycle.
- DEA registration can be updated in approximately 10 minutes online at <https://apps.deadiversion.usdoj.gov/webforms2/spring/login?execution=e1s1>
- Collector status DEA registration is required for all DEA registrant host locations (ex. retail pharmacies, hospitals) except law enforcement agencies (LEAs).
- Retail pharmacies, hospitals and clinics should also contact their state Board of Pharmacy and refer to any state or local consumer medication take-back laws legislation or regulations to identify 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.

2. IDENTIFY A COMPLIANT AREA TO INSTALL KIOSK

- In all settings, kiosks must be located within the host location and must be permanently affixed to the floor or wall.
- Refer to Stericycle's medication kiosk installation instructions for additional information.



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/ emergency care.



Law enforcement agencies

Must be inside the physical law enforcement location.

Note: The above requirements represent **only** DEA regulations and are not intended to be comprehensive. Retail pharmacies, hospitals and clinics should also contact their state Board of Pharmacy and refer to local consumer medication take-back legislation to identify any additional placement or storage requirements.

3. TRAIN HOST LOCATION STAFF:

- **DEA Requirements:** A recordkeeping log must be maintained for each kiosk liner. Stericycle offers a recordkeeping template, found on the self-service customer portal, to help you meet this requirement.
 - Ensure inner liner barcode matches the UPS label tracking number of the box.
 - 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.**

● **Note:** Stericycle offers a recordkeeping template, found on the self-service customer portal, to help you meet this DEA requirement.

- **DOT Requirements: 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 21489.
 - Refer to Stericycle’s SP 21489 training content for additional information.
 - A copy of DOT Special Permit 21489 should 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.

4. OTHER CRITICAL INFORMATION

- Each site will receive an initial supply of kiosk “kits,” each including a box, liner, tape, zip ties, absorbent pad and barcode.
- When placing a new liner and box inside the kiosk, ensure the liner barcode is outward facing and easily accessible. Make note of liner barcode number and the UPS label tracking number for DEA record keeping log.
- Depending on your service model, you will either contact Stericycle to order more kits (see below contact information), 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 please refer to kiosk signage for additional information.

● **Important Note:** DOT SP-21489 prescribes specific requirements for the packaging (liners and boxes) that can be used. The liners and boxes Stericycle provides are designed to meet the requirements in DOT-SP 21489 and DEA requirements.

QUESTIONS?

Contact Stericycle’s dedicated kiosk client services team at: RxTakeBack@Stericycle.com