



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE**

REVISION DATE  
7/21/14

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 650.080**

**POLICY**

TITLE  
**PHARMACEUTICAL WASTE MANAGEMENT AND  
RETURNING VIABLE PRODUCTS**

**REVIEW/REVISION HISTORY:**

- Effective: 10/21/05
- Revised: 5/16/06
- Revised: 2/26/08
- Revised: 8/17/09
- Revised: 6/28/10
- Revised: 8/1/12
- Revised: 7/21/14

**SUMMARY OF REVISION/REVIEW:**

Numerous changes. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**G. STEVEN HAMMOND**, PhD, MD, MHA  
Chief Medical Officer

6/11/14

\_\_\_\_\_  
Date Signed

Signature on file

\_\_\_\_\_  
**KEVIN BOVENKAMP**,  
Assistant Secretary for Health Services

6/16/14

\_\_\_\_\_  
Date Signed

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
Department of Corrections

6/19/14

\_\_\_\_\_  
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE</b>		
	<b>REVISION DATE</b> 7/21/14	<b>PAGE NUMBER</b> 2 of 6	<b>NUMBER</b> <b>DOC 650.080</b>
	<b>TITLE</b> <b>PHARMACEUTICAL WASTE MANAGEMENT AND RETURNING VIABLE PRODUCTS</b>		

## REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [WAC 173-303-071](#); [WAC 173-303-080](#); [WAC 173-303-090](#); [WAC 173-303-100](#); [WAC 246-869-130](#); [ACA 4-4378](#); [DOC 650.020 Pharmaceutical Management](#); [DOC 890.030 Container and Hazardous Waste Material Management](#); Department of Ecology Interim Enforcement Policy 07-04-024

## POLICY:

- I. The Department has established procedures for pharmaceutical waste management to comply with Department of Ecology regulations. Pharmaceutical waste will not be disposed of through the sewer system or the solid waste stream.
- II. A reverse distributor will only be authorized to take controlled substances and pharmaceutical products as designated in this policy.
- III. Facilities without a pharmacy will manage their pharmaceutical waste according to this policy and in consultation with their assigned pharmacist/designee.

## DIRECTIVE: [4-4378]

- I. Disposing of Pharmaceuticals
  - A. Pharmaceuticals that have left the pharmacy, but have not left the control of the health services employees/contract staff, will be returned to the pharmacy. Pharmacy employees/contract staff will determine if the items are suitable for re-distribution per WAC 246-869-130.
  - B. Pharmaceuticals that are unsuitable for re-distribution will be considered waste.
    1. A portion of these wastes will be designated as federal hazardous waste (i.e., Resource Conservation and Recovery Act (RCRA) waste) covered under WAC 173-303-080 and WAC 173-303-090. Per federal law, these items must be segregated from other wastes.
      - a. These wastes will be stored in a container labeled "Federal Hazardous Waste", which will remain in a designated secured area with limited access until transferred.
        - 1) A list of RCRA waste will be placed immediately next to the container. A sample list of Federal Hazardous Items is available on the Pharmacy SharePoint site.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE</b>		
	<b>REVISION DATE</b> 7/21/14	<b>PAGE NUMBER</b> 3 of 6	<b>NUMBER</b> <b>DOC 650.080</b>
	<b>TITLE</b> <b>PHARMACEUTICAL WASTE MANAGEMENT AND RETURNING VIABLE PRODUCTS</b>		

- 2) Wastes will be logged on DOC 16-333 Federal Hazardous Waste Inventory Log, which will be placed on or adjacent to the container. Offender names must not be listed on the log.
  - b. Accumulated RCRA waste must be transferred to a Satellite Accumulation Area within the timeframe designated by the facility Hazardous Waste Coordinator.
  - c. Each time RCRA waste is added to the Federal Hazardous Waste container, it must be logged on DOC 16-333 Federal Hazardous Waste Inventory Log, noting the RCRA waste code and estimating the quantity.
  - d. The facility Hazardous Waste Coordinator will prepare the container for the shipment to a Treatment, Storage, and Disposal facility per DOC 890.030 Container and Hazardous Waste Material Management using a dual witness process.
2. The remainder of the wastes, including any returned or expired medication that was previously dispensed to offenders by the Department pharmacy, will be considered State Only Dangerous Waste covered under WAC 173-303-100.
  - a. These wastes will be stored in a container labeled "State Only Dangerous Waste", which will remain in a designated secured area with limited access until transferred.
  - b. Loose pills may be included in the container in a zip-locked bag, but do not need to be logged on DOC 16-334 State Only Dangerous Waste Inventory Log.
  - c. Wastes will be logged on DOC 16-334 State Only Dangerous Waste Inventory Log, which will be placed on or adjacent to the container. Offender names must not be listed on the log.

## II. Shipping State Only Dangerous Waste to AHCC for Disposal

- A. When preparing for shipment to AHCC, State Only Dangerous Waste will be collected in plastic bags and packaged in boxes using a dual witness process.
  1. Liquid medications must be packaged in a way to avoid breakage and leaks.
  2. Before sealing each box, the sending facility will:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE</b>		
	<b>REVISION DATE</b> 7/21/14	<b>PAGE NUMBER</b> 4 of 6	<b>NUMBER</b> <b>DOC 650.080</b>
	<b>TITLE</b> <b>PHARMACEUTICAL WASTE MANAGEMENT AND RETURNING VIABLE PRODUCTS</b>		

- a. Ensure its weight does not exceed 20 pounds.
  - b. Place a copy of the completed DOC 16-334 State Only Dangerous Waste Inventory Log in the box.
3. Box labels will only include the following address and the quantity of sent boxes (e.g., 1/1, 1/2 and 2/2):

Airway Heights Corrections Center  
Bay #2, Bldg. A-1, AHCC Warehouse  
Attn: Conex  
W 11919 Sprague Ave  
Airway Heights WA 99001

- B. Boxes will be shipped by UPS or FedEx only. Shipment will not be made through the U.S. Postal Service.
- C. The sending facility will submit DOC 16-334 State Only Dangerous Waste Inventory Log to the AHCC pharmacy by email to [DOC DL AHCC HS Dangerous Waste](#).
- D. Upon receipt of the shipment, the AHCC warehouse will email a confirmation to the sending facility.

### III. Disposal Procedure at AHCC

- A. The AHCC warehouse receiving employees will accept delivery and notify the AHCC Health Services Manager to arrange for the transfer of the delivered boxes to the Conex container.
  1. Authorized health services employees/contract staff must be present for the transfer.
  2. Documentation of each delivery will be signed by both warehouse and health services employees/contract staff.
- B. AHCC health services employees/contract staff or pharmacy employees/contract staff will do random checks of at least 2 boxes per month to ensure the contents and quantities are listed properly.
  1. The AHCC Health Services Manager/designee will report any unresolved or repeated discrepancies to the Health Services Administrators, the Director of Pharmacy, and the sending facility.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE</b>		
	<b>REVISION DATE</b> 7/21/14	<b>PAGE NUMBER</b> 5 of 6	<b>NUMBER</b> <b>DOC 650.080</b>
	<b>TITLE</b> <b>PHARMACEUTICAL WASTE MANAGEMENT AND RETURNING VIABLE PRODUCTS</b>		

C. As necessary, AHCC health services employees/contract staff will notify personnel at the Waste-to-Energy Plant to arrange for disposal at the incinerator. At the time of disposal, a complete list of State Only Dangerous Waste items will be submitted to Spokane Regional Solid Waste-to-Energy Plant.

1. Two Department representatives, including at least one pharmacy employee/contract staff, will accompany the waste and witness the disposal.
2. Both representatives will sign the receipt from the plant indicating the date and time of the disposal, and the number of boxes or weight of the disposed medications.

#### IV. Returning Pharmaceuticals that Have Not Left the Pharmacy

A. Return of pharmaceuticals that are part of the pharmacy stock will be managed using an authorized Department reverse distributor (i.e., vendor that may accept viable pharmaceuticals in exchange for credit). AHCC is not a reverse distributor.

1. Viable pharmaceuticals are products prior to or past their expiration dates for which a credit might be obtained.

B. Pharmaceuticals identified in this policy as waste will not be disposed of through a reverse distributor, including loose pills and offender medication with no potential for credit.

C. The reverse distributor will provide the facility pharmacy with documentation of credit and/or a Disposal Manifest and Certificate of Destruction within 20 days of receiving the pharmaceutical products.

#### V. Disposing of Controlled Substances

A. Unusable pharmaceuticals from any source may include Drug Enforcement Administration (DEA) controlled substances. When disposing of DEA regulated controlled substances, pharmacies or Health Care Entity License (HCEL) facilities will use the reverse distributor authorized by the Department.

1. The disposal procedure should be documented on the template available on the Pharmacy SharePoint site and included in the facility's Health Care Entity Controlled Substances Management Procedure Manual.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE</b>		
	<b>REVISION DATE</b> 7/21/14	<b>PAGE NUMBER</b> 6 of 6	<b>NUMBER</b> <b>DOC 650.080</b>
	<b>TITLE</b> <b>PHARMACEUTICAL WASTE MANAGEMENT AND RETURNING VIABLE PRODUCTS</b>		

## VI. Recordkeeping

- A. The following records related to pharmaceutical waste will be maintained on-site for at least 5 years per Department of Ecology regulations, or longer if requested by the Department of Ecology:

1. DOC 16-333 Federal Hazardous Waste Inventory Log
2. DOC 16-334 State Only Dangerous Waste Inventory Log
3. Reverse distributor receipts/invoices/credits/Disposal Manifests and Certificates of Destruction
4. Disposal Manifests by the Spokane Regional Solid Waste-to-Energy Plant
5. Audit reports on boxes delivered to AHCC for disposal

### DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

### ATTACHMENTS:

None

### DOC FORMS:

[DOC 16-333 Federal Hazardous Waste Inventory Log](#)  
[DOC 16-334 State Only Dangerous Waste Inventory Log](#)