



MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE

Table with 2 columns and 5 rows containing metadata: Procedure No., Subject, Reference, Effective Date, Signature/Title.

I. PURPOSE

To establish and maintain accountability for expired, discontinued, or damaged ("wasted") DEA controlled medications. Formal arrangements will be put into place, in accordance with applicable state and federal laws, for their secure disposal and for inventory accountability until the disposal process can be accomplished.

II. DEFINITIONS none

III. PROCEDURES

A. General guidelines

- 1. DEA Controlled medications, packaged/labeled by Diamond Pharmacies, that have discontinued or expired will be removed from count, packaged, and shipped to our "Reverse Distributer". A record must be kept for any controlled medications sent to "Reverse Distributer" for credit or destruction for future reconciliation and auditing.

B. Damaged or "wasted" DEA controlled medication doses

- 1. Single doses of narcotics will be considered "wasted" when a single unit (tablet, capsule, etc.) of medication is removed from a blister pack or other container, signed out to intended inmate and is not issued to an inmate for various reasons (refusal, altered tablet, tablet dropped on floor, etc.). The medication will not be placed back into the blister pack and will not be held for a later time due to pharmacy labeling laws. Hence, the medication is "wasted".
2. Wasted medications are to be accounted for on the Narcotic Log by licensed healthcare staff. When "wasting" a controlled substance, the nurse must document that the drug was wasted on the DEA Narcotic Log on the row the medication was signed out on. Two nursing staff must witness the medication being wasted, and both nurses must sign the Narcotic Log.

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**C. Receipt of DEA controlled medications from sources other than Diamond Pharmacies**

1. These also apply to medications from a retail pharmacy, from a health care entity, or from the intake process.
2. The nurse receiving the medication will fill out an Inmate Patient Specific Controlled Substance Medication Waste Report, noting the inmate's name, the name of the controlled substance received, and the amount received. The medication will be wasted, utilizing the RX Destroyer, by two nurses and the form will be turned into the assigned ADON for future auditing purposes.

**D. Destruction of Controlled Substance**

1. Single dose medications once removed from count will be transferred to the RX Destroyer.
2. DEA Controlled medications packaged/labeled by Diamond Pharmacies as "stock" will be removed from count by a Nursing Manager and cosigned by an RN. The medication will be inventoried, packaged by the Nurse Manager and sent to our Reverse Distributer for destruction per service agreement and federal DEA regulations.

**IV. CLOSING**

Questions concerning this operational procedure will be directed to the MSP Clinical Services Manager.

**V. ATTACHMENTS**

[Inmate Patient-Specific Medication Waste Report.docx](#)

Attachment A