

[2013]

A Police Department's Guide to Becoming a Permanent Prescription Drug Drop Box Site

Compliant with RSA 318-E:1; Chapter Jus 1603 regarding Permanent Drop Boxes



YES - Accepted

- Prescriptions
- Prescription Patches
- Prescription Medications
- Prescription Ointments
- Over-the-counter medications
- Vitamins
- Samples
- Medications for pets

STOP

These items are **Not Accepted**
in this collection unit



Created by the North Country
Health Consortium, Littleton, NH

This guide has been created in partnership
with the Littleton Police Department and
Littleton Regional Healthcare.

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A Police Department's Guide to Becoming a Permanent Prescription Drug Drop Box Site

Disclaimer: The sample materials and templates provided in this guide may be altered to best suit the needs of the user. Please recognize the Littleton Police Department as a source when and where appropriate.

For assistance with using this guide, please contact Diana Gibbs at (603) 259-3700 or email her at dgibbs@nchcnh.org

A special thanks goes to Chief Paul Smith of the Littleton Police Department for providing the materials in this guide as well as the Littleton Regional Healthcare facility for sponsoring the collection unit and marketing of this invaluable resource in the Littleton community.



For more information regarding the North Country Health Consortium's programs and services, please visit: <http://www.nchcnh.org/>

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i. Process Overview

Adopted Rules RSA 318-E:1; Chapter Jus 1600 outline the process and protocols for requesting authorization to house and administer a permanent prescription drug drop box.

Step One: The department should create an internal protocol that explains the department's policies and procedures for administering a permanent drop box, including controlling the box, the protocol for disposal, the documentation and recordkeeping logistics, and the authority for maintaining the receptacle (*see section iii below for a fill-able template*). This document should adhere to the protocols as written in RSA 318-E:1; Chapter Jus 1603 (*see section ii for Jus 1603 and appendix i for the fully adopted rules, Chapter Jus 1600*).

Step Two: The rules require a police department to request authorization to install a permanent drop box from the Drug Enforcement Administration-Office of Diversion and Control New England Division (*see section ii below*). A letter from the department should be sent to the DEA division office and should include a copy of the internal protocol document (*see section iv below for a sample letter*).

Step Three: The police department must write a letter to the New Hampshire Attorney General's Office to inform them of the intent and request for authorization to install a permanent drop box (*see section v below for a sample letter*).

Step Four: Purchase an appropriate drop box that meets the specifications outlined in Chapter Jus 1603. For MedReturn collection unit ordering, please visit: <http://www.medreturn.com/place-order.php>. Please note, the two units available range from \$695-\$995.*

**Ideas for financial assistance:* Check with your local hospital and/or health centers to request sponsorship to cover the cost of the drop box. For example, in Littleton, New Hampshire, Littleton Regional Healthcare partnered with the Littleton Police Department to purchase the collection unit and provided marketing and promotional assistance, including rack cards, to raise community awareness of the drop box.

Step Five: Install the drop box as specified in Chapter Jus 1603 (i.e. collection units must be mounted to a wall or floor).

Step Six: Promote your drop box!

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ii. Permanent Drop Boxes Rules and Authorization Procedure per RSA 318-E:1; PART Jus 1603 (Adopted 8/15/12)

PART Jus 1603 PERMANENT DROP BOXES

Jus 1603.01 Police Station Permanent Drop Boxes.

(a) The chief law enforcement officer of an agency seeking to place a permanent drop box in a police station shall first request and obtain written authorization from the:

Drug Enforcement Administration – Office of Diversion Control
NEW ENGLAND DIVISION JFK Federal Building 15 New Sudbury Street, Room E-
400 Boston, MA 02203
(617) 557-2191

(b) A permanent drop box shall only be located in a police station and shall remain in the custody of law enforcement at all times.

(c) The drop box shall be placed in a location that is accessible to the public and under constant video recording surveillance.

(d) The drop box shall be securely mounted to a wall or floor to prohibit removal of the box or retrieval of the contents from within the box without a key.

(e) The drop box shall be clearly marked with the following information:

“Pharmaceutical drugs, to include controlled, non-controlled and over-the-counter drugs from households and residences only;

Pharmaceutical drugs may be disposed of in the original containers or in a sealed plastic bag;

Liquid pharmaceuticals shall remain in the original container; and

No needles, syringes, or lancets shall be placed in the dropbox”.

(f) Individuals shall place unused pharmaceutical drugs directly into the collection box.

(g) Individuals utilizing the drop box in accordance with this chapter shall not be questioned or required to disclose personal identification.

(h) The chief law enforcement officer of an agency maintaining a permanent drop box shall designate 2 law enforcement officers who shall be the sole possessors of keys to the drop box. Each shall have a separate and distinct key, with both keys required in order to access the drop box.

(i) The designated law enforcement officers in (h) above shall both be present when removing the contents of the drop box.

(j) The contents of the drop box shall remain in a secured area of the law enforcement agency until they are disposed of in accordance with the procedures outlined in Jus 1605.

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(k) The chief law enforcement officer of an agency maintaining a permanent drop box shall provide written notification to the attorney general that the agency has established a program in accordance with these rules. The written notification shall be sent to:

Department of Justice
Criminal Bureau
33 Capitol Street
Concord, NH 03301

Jus 1603.02 Pharmaceutical Drugs Collected in Permanent Drop Box.

- (a) Collected pharmaceutical drugs shall remain secured until ready for disposal.
- (b) An inventory of collected pharmaceutical drugs shall not be required by these rules.
- (c) Collected pharmaceutical drugs shall not be resold or reused.

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iii. Permanent Drop Box Internal Protocol Template

[Insert PD Name] POLICE DEPARTMENT

[Insert Address]
Town/City, State Zip
Phone

PROCEDURE #: [Insert code]

**SUBJECT: PERMANENT DROP BOX FOR PHARMACEUTICAL
DRUG COLLECTION AND DISPOSAL**

Statutory Authority: RSA 318-E:1; Chapter Jus 1600

NOTE: This written directive is for the internal governance of the [Insert PD Name] Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

Date of issue
[Date]

Issuing Authority
[Name]

Effective Date
[Date]

Distribution
All

Policy

The purpose of this procedure is to establish uniform procedures and standards for collecting and disposing of expired or unwanted pharmaceutical drugs from individuals in order to:

(1) Provide the public with an environmentally safe, accessible and convenient alternative to disposing of pharmaceutical drugs in the landfill or sewer systems that may later negatively affect the environment; and

(2) Encourage individuals to remove expired or unwanted pharmaceutical drugs from their households and residences to reduce access to addictive drugs for accidental or intentional misuse by individuals, especially children, in the home.

Controlled and non-controlled drugs collected in accordance with this procedure shall be exempt from the disposal requirements for controlled drugs stipulated in RSA 318-B:17.

Definitions

“Controlled drugs” means “controlled drugs” as defined in RSA 318-B:1, VI.

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“Drop box” means a double-locked, lined receptacle into which pharmaceutical drugs are deposited, situated in a police station and constructed in a manner that prevents tampering or access by non-authorized persons.

“Law enforcement officer” means any officer of the state or political subdivision of the state whom is empowered by law to conduct investigations of or to make arrests for offenses enumerated in RSA 318-B:2.

“Pharmaceutical drug” means “pharmaceutical drug” as defined in RSA 318-E:1, I.

Procedures

A. Police Station Permanent Drop Box

1. A permanent drop box shall only be located in the police station and shall remain in the custody of the [Insert PD Name] Police Department at all times.
2. The drop box shall be placed in a location that is accessible to the public and under constant video recording surveillance.
3. The drop box shall be securely mounted to a wall or floor to prohibit removal of the box or retrieval of the contents from within the box without a key.
4. The drop box shall be clearly marked with the following information:
 - Pharmaceutical drugs, to include controlled, non-controlled and over the counter drugs from households and residences only.
 - Pharmaceutical drugs may be disposed of in the original containers or in a sealed plastic bag.
 - Liquid pharmaceuticals shall remain in the original container.
 - No needles, syringes, or lancets shall be placed in the drop box.
5. Individuals shall place unused pharmaceutical drugs directly into the collection box.
6. Individuals utilizing the drop box in accordance with this chapter shall not be questioned or required to disclose personal identification.

B. Control

1. The Chief of Police shall designate 2 law enforcement officers who shall be the sole possessors of keys to the drop box. Each shall have a separate and distinct key, with both keys required in order to access the drop box.
2. The designated law enforcement officers shall both be present when removing, transporting, securing and disposing the contents of the drop box.

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3. The contents of the drop box shall be placed and remain in the secured evidence room until they are disposed of in accordance with this procedure.
4. An inventory of collected pharmaceutical drugs shall not be required by these rules.
5. Collected pharmaceutical drugs shall not be resold or reused.

C. Disposal

1. Pharmaceutical drugs collected pursuant to this procedure shall be destroyed via incineration at a solid waste disposal facility that is authorized to accept the waste under the destination state's laws and rules.
2. Pharmaceutical drugs collected pursuant to this procedure shall remain in the secured portion of the evidence room until the destruction of the material is witnessed by the designated law enforcement officers (as determined in section B.).

D. Documentation and Recordkeeping

1. The designated law enforcement officers as determined in section B. shall document the following:
 - The location of the permanent drop box;
 - The date and time when the collected pharmaceuticals were removed from the permanent drop box and secured in the evidence room,
 - The weight of the collected pharmaceuticals when removed from the box and prior to being secured in the evidence room;
 - The date and time when the collected pharmaceuticals were removed from the evidence room,
 - The weight of the collected pharmaceuticals prior to destruction,
 - The date, time and location where the collected pharmaceuticals drugs were destroyed; and
 - The name(s) of the designated participating law enforcement officers.
2. The [Insert PD Name] Police Department shall retain a copy of the documentation of the disposal of pharmaceutical drugs, as required by Jus 1605, for a period not less than 5 years.

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E. Authority

1. Prior to utilizing a permanent drop box the Chief of Police shall first request and obtain written authorization from the:

Drug Enforcement Administration – Office of Diversion Control
NEW ENGLAND DIVISION
JFK Federal Building
15 New Sudbury Street, Room E-400
Boston, MA 02203
(617) 557-2191

2. Prior to maintaining a permanent drop box, the Chief of Police shall provide written notification to the attorney general that the [Insert PD Name] Police Department has established a program in accordance with RSA 318-E:1; Jus 1600. The written notification shall be sent to:

Department of Justice
Criminal Bureau
33 Capitol Street
Concord, NH 03301

Sources

Littleton Police Department
Windam Police Department
Chapter Jus 1600 Procedures For Pharmaceutical
Drug Collection and Disposal Programs (NH Code
of Administrative Rules)
RSA 318-E:1.
RSA 318-B:17

Re-written By

[Name]

Reviewed Date

[Date]

Revised

[Date]

Authorized By:

[Name]

Chief of Police

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**[Insert PD Name] Police Department
Prescription Drug Collection Box Control Log**

Date & Time Opened	Personnel Opening Collection Box	Purpose for Opening	Weight	Date & Time Secured	Weight	Date/Time Removed from Evidence	Weight	Date & Time of Disposal	Disposal Weight	Personnel Conducting Disposal	Disposal Location

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**iv. Per PART Jus 1603.01(a) Sample: DEA Permanent Drop Box
Authorization Request Letter**

[Insert PD Letterhead]

February 12, 2013

US DEA
Ms. Nancy Coffey
Diversion Program Manager
JFK Federal Building
15 Sudbury Street, Room E-400
Boston, MA 02203

Dear Ms. Coffey,

Since 2007 the Littleton Police Department has been working with the North Country Health Consortium and the regional coalition, Alcohol Tobacco and Other Drugs Task Force, to find ways to address prescription abuse in our region. The epidemic of prescription drug abuse is one that impacts every community throughout the country. Unfortunately, this is a growing trend in New Hampshire where overdoses have surpassed traffic fatalities. It will take tremendous resources from numerous disciplines to combat, control and conquer this problem.

Traditionally, law enforcement has approached the prescription drug abuse issue with a single focus – investigate and arrest those involved. As we are all aware, this approach is short sighted and unrealistic. The problem is far more complex and in desperate need of new ideas and collaborative efforts. The Littleton Police Department has worked closely with the local school district to educate and mentor our youth to combat the prescription drug problem. We also continue to support the Grafton County Drug Court in an effort to help those involved in felonious crimes begin their road to recovery from prescription drug addiction. Recently the Littleton Police Department has worked collaboratively in participating in the National Drug Take-Back Program sponsored by the Drug Enforcement Administration (DEA) to afford the local community the opportunity to dispose of old or unwanted prescription drugs rather than finding their way into the wrong hands. The Drug Take-Back Program has been met with great success resulting in multiple pounds of prescription drugs being turned in.

With those results in mind, the Littleton Police Department has entered into a partnership with Littleton Regional Healthcare (LRH) to promote a continuous take-back program. LRH has purchased and delivered a “Drop Box” to the Littleton Police Department to be placed in our lobby. LRH has also offered to promote the permanent drop box through advertising, education and community outreach in partnership with the Littleton Police Department.

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Based on the aforementioned information, I am requesting the DEA grant the Littleton Police Department authority to establish and maintain a permanent drug drop box at the Littleton Police Department. The Littleton Police Department is a 24 hours a day police department. Our lobby is open to the public Monday through Friday 8:00 AM – 6:00 PM and is monitored by 24 hour video and audio surveillance. The Littleton Police Department will follow all standards and protocols as outlined in New Hampshire RSA 318-B:1 and Chapter Jus 1600 (The New Hampshire Code of Administrative Rules) as adopted on September 15, 2012. I have enclosed a copy of the Littleton Police Department's procedure for the permanent drug box for your review.

Thank you for your time on this matter. Please, do not hesitate to call me if you have any questions or concerns.

Respectfully,

Paul J. Smith
Chief of Police

Encl.

PJS/lal

The Town of Littleton prohibits discrimination on basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. The Town of Littleton is an equal opportunity employer.

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**v. Per PART Jus 1603.01(k) Sample: Attorney General's Office
Notification Letter**

[Insert PD Letterhead]

February 12, 2013

Department of Justice
Attorney General Michael A. Delaney
Criminal Bureau
33 Capitol Street
Concord, NH 03301

Dear Attorney General Delaney,

Since 2007 the Littleton Police Department has been working with the North Country Health Consortium and the regional coalition, Alcohol Tobacco and Other Drugs Task Force, to find ways to address prescription abuse in our region. The epidemic of prescription drug abuse is one that impacts every community throughout the country. Unfortunately, this is a growing trend in New Hampshire where overdoses have surpassed traffic fatalities. It will take tremendous resources from numerous disciplines to combat, control and conquer this problem.

Traditionally, law enforcement has approached the prescription drug abuse issue with a single focus – investigate and arrest those involved. As we are all aware, this approach is short sighted and unrealistic. The problem is far more complex and in desperate need of new ideas and collaborative efforts. The Littleton Police Department has worked closely with the local school district to educate and mentor our youth to combat the prescription drug problem. We also continue to support the Grafton County Drug Court in an effort to help those addicted to drugs who are involved in felonious crimes begin their road to recovery. Recently the Littleton Police Department has worked collaboratively in participating in the National Drug Take-Back Program sponsored by the Drug Enforcement Administration (DEA) to afford the local community the opportunity to dispose of old or unwanted prescription drugs rather than finding their way into the wrong hands. The Drug Take-Back Program has been met with great success resulting in multiple pounds of prescription drugs being turned in.

With those results in mind, the Littleton Police Department has entered into a partnership with Littleton Regional Healthcare (LRH) to promote a continuous take-back program. LRH has purchased and delivered a “Drop Box” to the Littleton Police Department to be placed in our lobby. LRH has also offered to promote the permanent drop box through advertising, education and community outreach in partnership with the Littleton Police Department.

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Based on the aforementioned information, I am requesting the DEA grant the Littleton Police Department authority to establish and maintain a permanent drug drop box at the Littleton Police Department. Per the recently enacted Chapter Jus 1600 (Procedures for Pharmaceutical Drug Collection and Disposal Programs) and specifically PART Jus 1603 entitled Police Station Permanent Drop Boxes, I am required to provide written notification to your office that the Littleton Police Department has established a permanent drug drop box in accordance with the New Hampshire Code of Administrative Rules and New Hampshire RSA 318. The Littleton Police Department is a 24 hours a day police department. Our lobby is open to the public Monday through Friday 8:00 AM – 6:00 PM and is monitored by 24 hour video and audio surveillance. The Littleton Police Department will follow all standards and protocols as outlined in New Hampshire RSA 318-B:1 and Chapter Jus 1600 as adopted on September 15, 2012. I have enclosed a copy of the Littleton Police Department's procedure for the permanent drug box for your review.

Thank you for your time on this matter. Please, do not hesitate to call me if you have any questions or concerns.

Respectfully,

Paul J. Smith
Chief of Police

Encl.

PJS/lal

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Appendix:

i. Adopted Rules 8/15/12: RSA 318-E:1; Chapter Jus 1600

Adopt Jus 1600 to read as follows:

**CHAPTER Jus 1600 PROCEDURES FOR PHARMACEUTICAL DRUG COLLECTION
AND DISPOSAL PROGRAMS**

Statutory Authority: RSA 318-E:1

PART Jus 1601 PURPOSE AND SCOPE

Jus 1601.01 Purpose.

(a) The purpose of these rules is to establish uniform procedures and standards for collecting and disposing of expired or unwanted pharmaceutical drugs from individuals in order to:

(1) Provide the public with an environmentally safe, accessible and convenient alternative to disposing of pharmaceutical drugs in the landfill or sewer systems that may later negatively affect the environment; and

(2) Encourage individuals to remove expired or unwanted pharmaceutical drugs from their households and residences to reduce access to addictive drugs for accidental or intentional misuse by individuals, especially children, in the home.

Jus 1601.02 Scope. Controlled and non-controlled drugs collected in accordance with this chapter shall be exempt from the disposal requirements for controlled drugs stipulated in RSA 318-B:17.

PART Jus 1602 DEFINITIONS

Jus 1602.01 "Collection box" means a secured, lined receptacle into which pharmaceutical drugs can be deposited and which remains in possession of designated law enforcement officers for the purposes of a collection event.

Jus 1602.02 "Collection event" means a one-day program through which the public may safely dispose of unused or expired home-generated pharmaceutical drugs that are no longer wanted or needed by the consumer, at a secure collection site.

Jus 1602.03 "Controlled drugs" means "controlled drugs" as defined in RSA 318-B:1, VI.

Jus 1602.04 "Department" means the department of justice. Adopted Rules 8/15/12 2

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Jus 1602.05 “Drop box” means a double-locked, lined receptacle into which pharmaceutical drugs are deposited, situated in a police station and constructed in a manner that prevents tampering or access by non-authorized persons.

Jus 1602.06 “Law enforcement officer” means any officer of the state or political subdivision of the state whom is empowered by law to conduct investigations of or to make arrests for offenses enumerated in RSA 318-B:2.

Jus 1602.07 “Pharmaceutical drug” means “pharmaceutical drug” as defined in RSA 318-E:1, I.

PART Jus 1603 PERMANENT DROP BOXES

Jus 1603.01 Police Station Permanent Drop Boxes.

(a) The chief law enforcement officer of an agency seeking to place a permanent drop box in a police station shall first request and obtain written authorization from the:

Drug Enforcement Administration – Office of Diversion Control
NEW ENGLAND DIVISION JFK Federal Building 15 New Sudbury Street, Room E-400
Boston, MA 02203
(617) 557-2191

(b) A permanent drop box shall only be located in a police station and shall remain in the custody of law enforcement at all times.

(c) The drop box shall be placed in a location that is accessible to the public and under constant video recording surveillance.

(d) The drop box shall be securely mounted to a wall or floor to prohibit removal of the box or retrieval of the contents from within the box without a key.

(e) The drop box shall be clearly marked with the following information:

“Pharmaceutical drugs, to include controlled, non-controlled and over-the-counter drugs from households and residences only;

Pharmaceutical drugs may be disposed of in the original containers or in a sealed plastic bag;

Liquid pharmaceuticals shall remain in the original container; and

No needles, syringes, or lancets shall be placed in the dropbox”.

(f) Individuals shall place unused pharmaceutical drugs directly into the collection box.

(g) Individuals utilizing the drop box in accordance with this chapter shall not be questioned or required to disclose personal identification.

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(h) The chief law enforcement officer of an agency maintaining a permanent drop box shall designate 2 law enforcement officers who shall be the sole possessors of keys to the drop box. Each shall have a separate and distinct key, with both keys required in order to access the drop box.

(i) The designated law enforcement officers in (h) above shall both be present when removing the contents of the drop box.

(j) The contents of the drop box shall remain in a secured area of the law enforcement agency until they are disposed of in accordance with the procedures outlined in Jus 1605.

(k) The chief law enforcement officer of an agency maintaining a permanent drop box shall provide written notification to the attorney general that the agency has established a program in accordance with these rules. The written notification shall be sent to:

Department of Justice
Criminal Bureau
33 Capitol Street
Concord, NH 03301

Jus 1603.02 Pharmaceutical Drugs Collected in Permanent Drop Box.

(a) Collected pharmaceutical drugs shall remain secured until ready for disposal.

(b) An inventory of collected pharmaceutical drugs shall not be required by these rules.

(c) Collected pharmaceutical drugs shall not be resold or reused.

PART Jus 1604 PERIODIC OR ONE-TIME PHARMACEUTICAL DRUG TAKE-BACK EVENTS

Jus 1604.01 Participation.

(a) A pharmaceutical drug take-back event established by any government or private entity, pursuant to RSA 318-E shall be voluntary.

(b) If a government or private entity establishes a pharmaceutical drug take back event, it shall be done in accordance with these rules and in conjunction with a participating chief law enforcement officer of a law enforcement agency.

(c) The chief law enforcement officer of the law enforcement agency seeking to establish a collection event in conjunction with a government entity or private entity, shall first request and obtain written authorization from the:

Drug Enforcement Administration – Office of Diversion Control
NEW ENGLAND DIVISION JFK Federal Building 15 New Sudbury Street, Room E-400
Boston, MA 02203
(617) 557-2191

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(d) The chief law enforcement officer of a law enforcement agency establishing a pharmaceutical drug take-back event in conjunction with a government entity or private entity, shall provide written notification to the attorney general that the agency has established an event in accordance with these rules. Written notification shall be sent to:

Department of Justice
Criminal Bureau
33 Capitol Street
Concord, NH 03301

Jus 1604.02 Standards and Procedures for the Collection Event.

(a) At least 2 law enforcement officers designated by the chief law enforcement officer of an agency participating in a collection event shall, at all times, be present and responsible for supervising the collection event.

(b) The law enforcement officers referred to in paragraph (a) shall, at all times, have sole control over, and sole possession of, all pharmaceuticals collected, and the collection box(es) in which the collected pharmaceuticals are stored.

(c) Individuals disposing of unused pharmaceutical drugs shall place them directly into the collection box. Law enforcement officers shall not directly handle the surrendered pharmaceuticals at any time.

(d) Individuals utilizing the collection event in accordance with this chapter shall not be questioned or required to disclose personal identification.

(e) Only controlled and non-controlled pharmaceutical drugs, and over-the-counter drugs from the individual's household or residence shall be collected.

(f) No needles, syringes or lancets shall be placed in the collection box. A bulk sharps disposal container may be provided at each collection event for the disposal of sharps.

Jus 1604.03 Removal of Collection Boxes.

(a) At the conclusion of the collection event, law enforcement officers referred to in Jus 1604.02(a) shall be responsible for removing the collection box(es) the same day from the event location for disposal in accordance with the procedures outlined in Jus 1605.

(b) Collected pharmaceutical drugs shall remain secured until ready for disposal.

(c) An inventory of collected pharmaceutical drugs is not required.

(d) Collected pharmaceutical drugs shall not be resold or reused.

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PART Jus 1605 DISPOSAL OF PHARMACEUTICAL DRUGS

Jus 1605.01 Procedure for Disposal of Pharmaceutical Drugs.

(a) Pharmaceutical drugs collected pursuant to Jus 1603 or Jus 1604 shall be destroyed via incineration at a solid waste disposal facility that is authorized to accept the waste under the destination state's laws and rules.

(b) Pharmaceutical drugs collected pursuant to Jus 1603 or Jus 1604 shall remain in a secured area of the designated law enforcement area until the destruction of the material is witnessed by a designated law enforcement officer.

Jus 1605.02 Documentation of Disposal of Pharmaceutical Drugs.

(a) The designated law enforcement officer in Jus 1605.01(b) above shall document the following:

- (1) The date and location of the collection event or location of the permanent drop box;
- (2) The weight of the collected pharmaceuticals;
- (3) The date and location where the collected pharmaceuticals drugs were destroyed; and
- (4) The name(s) of the designated participating law enforcement officers.

PART Jus 1606 RECORDKEEPING

Jus 1606.01 Records.

(a) The law enforcement agency participating in a program under Jus 1603 or Jus 1604 shall retain a copy of the documentation of the disposal of pharmaceutical drugs, as required by Jus 1605, for a period not less than 5 years.

(b) Each agency participating in a program under this chapter shall develop and maintain a written manual of policies and procedures consistent with these rules.

PART Jus 1607 WAIVERS

Jus 1607.01 Waiver Request.

(a) The chief law enforcement officer of a law enforcement agency seeking to establish a pharmaceutical drug take-back program in conjunction with a government entity or private entity, may request a waiver of specific rules outlined in this chapter in accordance with (c) below.

(b) The chief law enforcement officer requesting a waiver shall submit the information set forth in (c) in writing to the department at:

Department of Justice
Criminal Bureau
33 Capitol Street
Concord, NH 03301

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- (c) The waiver request shall set forth the following information:
- (1) A description of the pharmaceutical drug take-back program to which the waiver request relates;
 - (2) A reference to the specific section of the rules for which a waiver is being sought;
 - (3) A full and detailed explanation of why a waiver is necessary;
 - (4) Whether the waiver is needed for a limited duration and, if so, an estimate of when the waiver will no longer be needed;
 - (5) A full explanation with supporting data of the alternatives, if any, proposed to be implemented or used in lieu of the rule requirements; and
 - (6) A full explanation of how the waiver, including any proposed alternatives:
 - a. Would be consistent with the intent of RSA 318, RSA 318-B and RSA 318-E; and
 - b. Would adequately protect human health and the environment and prevent the illegal diversion of collected pharmaceutical drugs.

Jus 1607.02 Incomplete Waiver Requests. Any waiver request that is received by the department that does not conform with Jus 1607.01(c) shall be deemed incomplete and returned to the requestor with an explanation.

Jus 1607.03 Waiver Response.

(a) The department shall issue a written response to a request for a waiver within 30 days of receiving a complete request. If the waiver is denied, the denial shall specifically set forth the reason(s) for the denial.

(b) The department, in consultation with the pharmacy board, department of environmental services, and the department of safety, shall grant a waiver if it determines that the intent of RSA 318, 318-B and 318-E will be met, human health and the environment will be protected, and the illegal diversion of collected pharmaceutical drugs will be prevented. In granting the waiver, the department shall impose such conditions, including time limitations, as the department deems necessary to ensure that the activities conducted pursuant to the waiver will be consistent with the intent of RSA 318, 318-B and 318-E.

(c) No waiver shall be granted to any requirement specified in statute unless the statute expressly allows such requirement to be waived.

PART Jus 1608 ALTERNATIVE PROCEDURE

Jus 1608.01 Periodic or One-time Pharmaceutical Take-Back Events.

(a) If a government or private entity establishes a pharmaceutical drug-take back event, it shall be done in conjunction with a participating chief law enforcement officer of a law enforcement agency.

(b) A periodic or one-time pharmaceutical take-back event shall be exempt from these rules if within 30 days before the scheduled event:

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(1) The chief law enforcement officer requests a written waiver from:

Drug Enforcement Administration-Office of Diversion Control
NEW ENGLAND DIVISION
JFK Federal Building
15 New Sudbury Street, Room E-400
Boston, MA 02203
(617) 557-2191

(2) After receipt of the waiver from the DEA, the chief law enforcement officer certifies in writing to the attorney general that the periodic or one-time pharmaceutical take-back event shall be compliant with the Northeast Recycling Council “Best Management Practices Operating Unwanted Medication Collections – A Legal & Safe Approach”, November 2008 edition; “Holding an Unwanted Medication Collection as Part of a Household Hazardous Waste Event – A Legal and Safe Approach”, September 2006 edition; and “Operating Unwanted Medication Collections - A Legal & Safe Approach”, September 2006 edition.

(c) The certification referred to in (b)(2) above, shall be signed by the chief law enforcement officer and shall be sent to:

Department of Justice
Criminal Bureau
33 Capitol Street
Concord, NH 03301


APPENDIX RULE NUMBER	STATUTE IMPLEMENTED
Jus 1600	RSA 318-E:1

A Police Department's Guide to Becoming a Permanent Prescription Drug Drop Box Site

ii. Sample Marketing Materials

Rack Cards with perforated address card:



Littleton Police Department
DRUG DROP BOX



Important Information—Please read carefully before disposing of pharmaceutical drugs:


- Pharmaceutical drugs, to include controlled, non-controlled and over-the-counter drugs from households and residences *only*.
- Pharmaceutical drugs may be disposed of in the original containers or in a sealed plastic bag.
- Liquid pharmaceuticals shall remain in the original container.
- No needles, syringes, or lancets shall be placed in the drop box.

Sponsored by Littleton Regional Healthcare.



600 St. Johnsbury Road, Littleton, NH 03561
603.444.9000 • littletonregionalhealthcare.org

Littleton Police Department
DRUG DROP BOX
2 Kittridge Lane
Littleton, NH 03561
Hours: Mon–Fri, 8am–6pm
(603) 444-7711 Ext. 2



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Flyers that can be disseminated, hung around your community, or made available electronically on the town website, police department website, social media pages, etc.

**The Town of Littleton
DRUG DROP BOX**
2 Kittridge Lane, Littleton, NH 03561
Weekday Hours: 8:00 AM to 6:00 PM
(603) 444-7711 Ext. 2

The Littleton Police Department teamed up with Littleton Regional Healthcare to install a permanent drug disposal box at the police station. The drop off box resembles a mail drop box and is located in the lobby of the police station on Kittridge Lane off of West Main Street. Unused or expired prescription medication and over-the-counter medication are accepted. The drop box is designed to prevent pharmaceutical drugs being flushed down toilets and prevent crime. Littleton's wastewater treatment plant is not designed to rid these chemicals from the effluent entering the Ammonoosuc River. While we don't know the long term impacts of improper medicine disposal on our health or the health of the environment, we are certain that proper disposal will benefit both. We also know that keeping pharmaceuticals out of our waste stream reduces our operating costs which saves the Town and rate payers money.

The drop box is free of charge. Please follow the guidelines below:

- Pharmaceutical drugs include controlled, non-controlled and over-the-counter drugs from households and residences only.
- Drugs may be disposed of in the original containers or in sealed plastic bags.
- Liquid pharmaceuticals must remain in the original container.



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Other ideas for raising community awareness of this service: create informational stickers to be placed on prescription drug bags through partnering with your local pharmacy; post information at elderly housing/assisted living complexes; partner with your local Substance Abuse Prevention Coalition; partner with local health and human service organizations; post information at local eateries.



Thank you for your interest in
reducing access to harmful and
potentially abusable prescription drugs!

A Police Department's Guide to Becoming a Permanent Prescription Drug Drop Box Site

This guide has been provided by the:

