



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS D-02.2	DISPOSAL OF EXPIRED, DISCONTINUED, OR DAMAGED NARCOTICS
Effective Date:	11/01/2010	Page 1 of 2
Revision Date(s):	10/01/2020; 06/30/2026	
Public Safety Chief Signature:	/s/ John Schaffer, Public Safety Chief	
Medical Director Signature:	/s/ Dr. Paul Rees, MD	
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN	

I. PURPOSE

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 (see Glossary)

III. REQUIREMENTS

A. GENERAL GUIDELINES

1. DEA controlled medications, packaged and/or labeled by Diamond Pharmacies, that have been discontinued or expired will be removed from count, packaged, and shipped to the “Reverse Distributer.”
 - a. 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.)
 - a. 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.
 - 1) Hence, the medication is “wasted.”
2. Wasted medications are to be accounted for on the Narcotic Log by licensed health care staff.
 - a. 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.
 - 1) Two nursing staff must witness the medication being wasted, and both nurses must sign the Narcotic Log.

C. RECEIPT OF DEA CONTROLLED MEDICATIONS FROM SOURCES OTHER THAN DIAMOND PHARMACIES

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

D. DESTRUCTION OF CONTROLLED SUBSTANCE

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

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.