


**San Bernardino County  
Department of Behavioral Health**

**Medication Disposal Procedure**

**Effective**  
**Revised**

06/09/2014  
07/16/2015



CaSonya Thomas, Director

**Purpose**

To establish a method for disposal of pharmaceutical waste (expired/abandoned/deteriorated medications) in compliance with federal regulations and Department of Behavioral Health (DBH) Medical Waste Management Program Plan (MWMPP).

**Medical  
Waste  
Management  
Program**

The MWMPP is reviewed and maintained by the DBH Medical Waste Coordinator. Each facility generating pharmaceutical waste must maintain a copy of the Department's MWMPP in section seven (7) of the Medical Waste Management Binder. For questions regarding the MWMPP or Medical Waste Management Binder, contact the DBH Medical Waste Coordinator.

**Procedure**

All expired/abandoned/deteriorated medications will be disposed of following the Medical Waste Management Program. The designated DBH Psychiatrist and/or Physician, Registered Nurse (RN), Licensed Vocational Nurse (LVN) or Licensed Psychiatric Technician (PT) is authorized to dispose of medication. Medication wasted shall be verified by an authorized medical staff member who shall serve as witness to the disposal of expired, client-abandoned and/or deteriorated medications. The witness along with the person wasting the medication shall print and sign his/her name on the [Pharmaceutical Waste Log](#) and the following actions:

Step	Action
1	Conduct monthly pharmaceutical stock reviews to ensure expired/abandoned/deteriorated medications are promptly removed from the dispensable inventory.
2	Place pharmaceutical waste in an approved pharmaceutical waste container (white plastic with blue lid, marked "FOR INCINERATION ONLY") which shall be stored in the medication room.  <b>Note:</b> Containers can be purchased by submitting a <a href="#">Purchase Request</a> form to DBH Procurement.
3	Update <a href="#">Pharmaceutical Waste Log</a> of all medications deposited in the pharmaceutical waste container. The <a href="#">Pharmaceutical Waste Log</a> shall be completed prior to placing medication in the waste container for pick-up.
4	Verify the designated biohazard container has been given to the Medical Waste disposal service during the pickup process in accordance with the Medical Waste Management Program.

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# San Bernardino County Department of Behavioral Health

## Medication Disposal Procedure, (continued)

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### Monthly Stock Reviews

Monthly checks are to be done by a designated medical staff, or the Program Manager or Clinic Supervisor when accompanied by an authorized medical staff, not necessarily the individual disposing of the medication.

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### Pick Up Schedule

A medical pharmaceutical waste pick-up schedule shall be posted in the Medication Room and placed in Section seven (7) of the Medical Waste Management Binder. Designated staff shall ensure pharmaceutical waste containers are sealed and remain in a locked cabinet prior to pick-up by an approved medical waste disposal service and request an early pickup when the designated biohazard container is filled prior to the normal pick-up schedule. The medical waste disposal service will replace the biohazard containers that are picked up.

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### Reference

California Health and Safety Code, Sections 117600-118360  
Medical Waste Management Program Plan  
Mental Health Plan Contract, Exhibit A, Attachment 1, Section 4.L.10

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### Related Policies

DBH Standard Practice Manual:

- MDS2008: [Control, Access and Accountability of Medications and Medical Supplies Policy](#)
  - MDS2008-1: [Control, Access and Accountability of Medications and Medical Supplies Procedure](#)
  - MDS2012: [Sample Injectable Medications Policy](#)
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