

Controlled Substance Disposal Record Form
Program Site: _____ DPH Registration #: _____

Item #:	Date:	Item #:	Date:
Individual's Name:	Date Last Filled:	Individual's Name:	Date Last Filled:
Medication:	Strength:	Medication:	Strength:
Amount Disposed:	Reason:	Amount Disposed:	Reason:
Countable Controlled Substance Book Number:	Page Number: Rx Number:	Countable Controlled Substance Book Number:	Page Number: Rx Number:
Pharmacy:	Pharmacy:	Pharmacy:	Pharmacy:
Signatures:	Supervisor:	Signatures:	Supervisor:
Staff:		Staff:	

Item #:	Date:	Item #:	Date:
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Medication:	Strength:	Medication:	Strength:
Amount Disposed:	Reason:	Amount Disposed:	Reason:
Countable Controlled Substance Book Number:	Page Number: Rx Number:	Countable Controlled Substance Book Number:	Page Number: Rx Number:
Pharmacy:	Pharmacy:	Pharmacy:	Pharmacy:
Signatures:	Supervisor:	Signatures:	Supervisor:
Staff:		Staff:	

Destruction of all prescription medications in Schedules II -VI that are either outdated, spoiled or have not been administered due to a change in the prescription or a stop order shall be documented on the DPH approved disposal record. According to regulations at 105CMR 700.003(f)(3)(c); "Disposal occurs in the presence of at least two witnesses and in accordance with any policies at the Department of Public Health". DPH policy requires disposal to occur in the presence of two Certified or licensed staff of which one of the two is supervisory staff. If a supervisor is unavailable when an individual refuses a prepared medication, or a pill is inadvertently dropped then two Certified staff may render these medications unusable in accordance with acceptable DPH disposal practices. Failure to maintain complete and accurate records of drug destruction could result in revocation of your Controlled Substance Registration. Disposal must render the medication unusable and must be in accordance with acceptable DPH disposal practices. Unless prohibited by local ordinance, acceptable practices include, but are not limited to, flushing (flushing should be restricted to those medications so labeled), crushing the medication and/or dissolving in water put into a sealable bag and mixing with an unpalatable substance (such as liquid soap, used coffee grounds, kitty litter). Mixture should then be put into an impermeable, non-descript container, (e.g., detergent bottle) and placed in trash. Medications are not permitted to be returned to the pharmacy for destruction. Medications returned to the program site (e.g., LOAs) must be destroyed as per DPH regulation. They cannot be reused by the program.