



# ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER SAFE SCRIPTS PROGRAM

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To: All Deputy Sheriffs & Office Personnel  
From: Sheriff Carl E. DuBois  
Subject: General Order #11-126 Safe Scripts Program

**PURPOSE:** The purpose of this General Order is to establish guidelines for the Safe Scripts Program. Safe Scripts is the Orange County Sheriffs Office prescription waste collection program

- I. **POLICY.** The Orange County Sheriffs Office has developed a program that will allow the citizens of Orange County to safely dispose of old outdated and unwanted prescriptions or medications. This program will reduce the impact these prescriptions/medications have on the environment and will also take them out of the reach of children in the community. The program allows for citizens to drop off their prescriptions at the Sheriffs Office, Monday thru Friday from 0900 hrs till 1700 hrs. After 5pm citizens may utilize the drop box located at the Sheriff's Office main lobby. The Sheriffs Office will also assist the elderly and handicapped by arranging for a Deputy to pick up any prescriptions that a citizen needs to dispose of. This Office will also be providing collection events throughout the county during the year. At these events, unused prescriptions and medications will be collected and disposed of in an environmentally safe way.
- II. **PROCEDURE.**
  - A. Deputies shall use protective issue latex or rubber gloves when handling any and all prescriptions or medicines that are being turned in during this program.
  - B. Deputies shall refer to General Order #05-148, Evidence and Property Identification and Submission, when taking in any prescription or medical product for destruction.
  - C. Prescriptions marked radioactive shall not be taken through this program. Citizens should be referred back to the pharmacy which supplied the prescription.

- D. Needles/Sharps shall be placed directly in a sharps container and the count will be logged on a property sheet and submitted to the evidence custodian for record keeping purposes.
- E. When processing prescriptions/medications the following must be listed on the sealed bag containing the prescriptions/medications.
1. Blotter number
  2. Date prescriptions/medications taken
  3. Initial the heat sealed areas to prevent tampering
  4. Total pill gross weight must be noted
- F. A Property Receipt, General Form#16, shall be filled out for each separate submission and contain the following information:
1. Blotter number in place of the name (name not required),
  2. Date prescriptions/medications taken,
  3. "Project Safe Scripts" box must be checked,
  4. Total pill weight contained in the sealed bag as well as the gross weight. Total packaged weight of liquid medications including containers that contain the liquid medications
  5. The completed form shall be stapled to the bag containing the prescriptions/medications,
  6. The processed prescriptions/medications along with the attached form will then be logged in to the evidence drop log book and then placed into the evidence drop,

### III. PACKAGING PROCESS.

- A. Pills: Medication such as pills should be removed from the containers (pill bottles) and put into a sealed bag. The bag containing the pills is then weighed. It is not necessary to count the pills.
- B. Medications that are packaged in small boxes: Many of these items can be removed from their box or packing container. The box and whatever pamphlets that are packaged within the box can be discarded. The medication is to be placed in the bag and sealed. Note: Do not remove the actual medication from the sealed package that it is in. Only remove the medication in its sealed containment from the box that it is packaged in.
- C. Liquid Medications- Liquid medications received will be inspected to ensure for a tight seal of their respective lids or caps that they are submitted with. All Liquids will be bagged and sealed together, as possible, and then a total weight will be given once sealed within the

sealed bag(s). Liquid medications will then be submitted directly to the evidence custodian. In the event that the evidence custodian is not available, the liquid medications will be secured upright so as to prevent leakage or spillage, in the evidence lockers located near the evidence drop. The locker key for the respective locker will then be dropped into the evidence drop box along with a copy of the Evidence Submission Form for later retrieval by the evidence custodian.

- D. Finally, the package is weighed. An item count is not necessary.
- E. Doing this will greatly reduce the size of the sealed bag, thus making it easier for the Deputy to obtain an accurate weight when it is weighed.

#### IV. DISPOSITION.

- A. The destruction of all prescriptions/medications collected during this program will correspond with General Order #08-155 except:
  - 1. All prescriptions/medications collected during this program will be incinerated through a DEC certified air incinerator facility.
  - 2. Sharps that we received shall be disposed of in the prescribed and appropriate manner. Such items need to be ultimately disposed of at a medical waste processor.