



Take Back Program Checklist

- ___ Law enforcement participation (1 outdoor, 1 indoor for each site)
- ___ Volunteer commitment (number will vary based on individual program)
 - Pharmacist(s) should ideally be involved in the sorting process as they can rapidly identify controls vs. non-controls; retail pharmacist is ideal
- ___ Waste management company involvement
 - They generally mandate how the items need to be packed prior to pick-up (i.e. boxes vs. bags vs. plastic containers)
 - Contract with pricing information
 - Guidelines on separating liquids, inhalers, sharps
- ___ Location(s) for event
 - Convenient location for the public
 - We suggest an indoor area that is only accessible to volunteers (with drive-through format for the public)
 - Location/collection area should be inaccessible to minors (school locations may be good on weekends, locate collection away from sporting events – i.e. if there are games in an indoor gym on a Saturday, make sure your location is isolated from the gym)
 - Plan for poor weather
 - Restroom facilities for volunteers
 - Electricity for computers if needed
 - Internet access if needed
- ___ Method for contact regarding the event
 - Phone number, website, page within a website, or something similar
- ___ Marketing
 - Newspaper, TV, radio, fliers, website

____Supplies

- Banners
- Bins (sorting)
- Boxes (sorting, collection, storage)
- Chairs
- Clipboards with cell phone numbers of various staff
- Computer, printer, paper (if needed for inventory; most law enforcement agencies will require inventory of controlled substances); computer application (Lexi-comp, Identidex, etc.) may also be needed to assist with identifying unknown or unidentified pills
- Counting trays/spatulas
- Extension cords as needed
- Eye wash (safety)
- First aid kit (safety)
- Food, snacks, drinks for volunteers (store away from med-handling area)
- Gloves (anyone handling meds should wear gloves)
- Hand sanitizer
- Hand truck as needed
- Mercury spill kit (in the event of a broken thermometer)
- Name tags
- Paint pens (for removing pt information)
- Pens
- Posters
- Industrial scale or large postal scale
- Sharps containers
- Surveys
- Tables
- Tamper-evident tape
- Traffic signs
- Trash bags
- Zip loc baggies – zipper on outside edge