

**Cook County Sheriff's Office**  
**Prescription Drug Take Back Program**  
**Procedure for Collection and Destruction of Prescription Drugs**

This Procedure is for collection and destruction of prescription drugs by designated law enforcement officers of the Cook County Sheriff's Office (CCSO) as part of the Cook County Sheriff's Prescription Drug Take Back Program, as permitted under state and federal drug enforcement and environmental law (Contraband Exclusion 40 CFR part 60.2887(p) and 60.2993(p)) and 21 C.F.R. §1317.35(a)-(d), §1317.75(a)-(e).

The authorized collection of prescription drugs for destruction placed in the custody of a designated CCSO law enforcement representative(s) will be treated as any other release order maintaining a proper chain of custody.

The Procedure for collection and destruction of prescription drugs is as follows:

1. Each participating agency in the Cook County Sheriff's Prescription Drug Take Back Program shall arrange to have a secure container, which is anchored to the ground and is kept under 24-hour surveillance by the presence of a law enforcement officer or under a camera surveillance system consistent with the standards established by the U.S. Drug Enforcement Agency.
  - a. The participating agency shall complete an agreement for installing its secure container, and shall permit access to the installed secure container for collection of prescription drugs by a designated CCSO law enforcement officer. The participating agency shall complete all relevant portions of Certificate of Prescription Drugs Destruction Forms, and permit data to be shared concerning collection of prescription drugs from its secure container.
2. A designated CCSO law enforcement officer will collect prescription drugs from each participating agency's secure container on a scheduled basis consistent with the provisions of 21 C.F.R. §1317.35.
  - a. Immediately upon collection of the prescription drugs from the participating agency's secure container, the CCSO law enforcement officer will complete all relevant portions of a Certificate of Prescription Drugs Destruction Form:
    - PDDC Inv. Number
    - Agency Name
    - Agency Phone Number
    - Agency Address
    - Agency Email Address
  - b. The CCSO law enforcement officer in the presence of the designated agency representative will confirm that the items removed from the container are undisturbed.
    - Agency Representative Printed Name

- Agency Representative Signature
  - Agency Supervisor Printed Name
  - Agency Supervisor Signature
3. The designated CCSO law enforcement officer will then take custody of the referenced prescription drugs consistent with 21 C.F.R. §1317.35(b) and (c).
  4. The designated CCSO law enforcement officer will complete the remaining portions of the Certificate of Prescription Drug Destruction upon delivery of the collected Prescription Drugs to the CCSO Prescription Drug Vault, including:
    - a. PRESCRIPTION DRUG COLLECTION
      - A. Quantity of Prescription Drugs Collected
      - B. Description of Prescription Drugs Collected
      - C. CCSO Employee Name (Printed)
      - D. CCSO Employee Signature/Star
      - E. Collection Date
    - b. PRESCRIPTION DRUG STORAGE
      - A. FOR PDDC PROPERTY CONTROL ONLY (VAULT, SHELF #, LOCKER #)
      - B. PDDC PROPERTY LOG
    - c. PRESCRIPTION DRUG DESTRUCTION
      - A. Drug Disposal
      - B. Destruction Date
      - C. Recycling Vendor Date
      - D. Destroyed by CCSO Employee Signature/Star/Date
      - E. Recycling Vendor Name/Ticket #/Date
  5. The designated CCSO law enforcement officer will immediately thereafter also complete a Cook County Sheriff's Police Department (CCSPD) Property Inventory Form, consistent with CCSO agency recordkeeping requirements for storage of illicit controlled substance evidence, with the following information:
    - a. Offense/Classification Number should be listed as "7280/Other Police Services".
    - b. Complete Date Recovered.
    - c. Complete CR Number
      - A. Call Cook County Sheriff's Police Department Radio Dispatch to request CR number.
      - B. Obtain Inv. Number from CCSPD Desk.
    - d. At Item number, complete Quantity with number of collected boxes.
    - e. At Description of Property, write "Box or Bag Numerous Pharmaceutical/Drug Items."
    - f. At hash, mark a strike through (/) at dollar sign.
    - g. Under Check Any Boxes Applicable:

- A. Check off "Recovered" and write the collection location and address items are collected from.
- B. Check off "To Be Disposed of by Custodian after 30 Day Retention".
- C. Check off "Evidence & Recovered Unit Personnel" under Initial Destination of Property.
- D. Check off Recovering Unit Personnel under "Transport Via".

h. Under "Property Recovered By" complete 1<sup>st</sup> Officer's Name (Print) and Signature.

6. The designated CCSO law enforcement officer will then secure the transferred prescription drugs and transport same to the CCSPD Evidence Room or the CCSO Prescription Drug Vault.
7. Upon placement of the prescription drugs in the CCSO Prescription Drug Vault, the designated CCSO law enforcement officer will complete the remaining portions of the Certificate of Prescription Drug Destruction upon delivery of the collected Prescription Drugs to the CCSO Prescription Drug Vault, including:

PRESCRIPTION DRUG STORAGE

- A. CCSPD Property Inventory #
- B. CCSPD CR #

- a. The items shall then be stored in the CCSO Prescription Drug/Drug Evidence Vault while awaiting destruction.
8. In the event that the prescription drugs must be stored in the CCSPD Evidence Room for any period of time, the designated CCSO law enforcement officer shall turn over the transferred prescription drugs along with completed CCSPD Property Inventory and any additional documentation requested by the CCSPD.
9. The CCSPD will then assume custody of the prescription drugs and secure them, pending destruction.
10. A designated CCSO law enforcement officer will re-assume custody of the prescription drugs from the CCSPD immediately prior to destruction of the drug evidence.
  - a. When a designated CCSO law enforcement officer re-assumes custody of the prescription drugs, the items shall be stored in the CCSO Prescription Drug Vault while awaiting destruction.
  - b. The CCSO Prescription Drug Vault Storage Log and relevant sections of Certificate of Prescription Drugs Destruction Form (For Property Control Use Only and Property Log) shall be completed.
11. Destruction of the prescription drugs will be performed by a designated hazardous waste recycler or a designated CCSO law enforcement officer within thirty (30) days of the Sheriff's

Prescription Drug Take Back Program custody, and shall include secure transport of said drugs to the destruction site.

- a. The contents of each confirmed container shall then be processed such that it is to be separated and grouped according to type of recyclable or waste material.
    - A. All non-drug material that includes identifying information, such as prescription drug labels, shall be held in a secure manner for separate record destruction.
    - B. All non-drug material shall then be recycled according to its type of recyclable or waste material.
    - C. All drug material shall be disposed of through a process of incineration by the designated CCSO law enforcement officer and as permitted by state and federal law.
      1. The drugs shall be incinerated using an incinerator that meets the specifications for an Other Solid Waste Incinerator (“OSWI”) as permitted under 40 CFR part 60.2887(p) and 60.2993(p) and 21 C.F.R. §1317.35(d).
      2. The drugs shall be incinerated in small quantities not to exceed fifty pounds at one time.
      3. The drugs shall be incinerated on a secure site authorized or operated by the Cook County Sheriff’s Office.
    - D. The Certificate of Prescription Drug Destruction Form shall be fully completed at the conclusion of the drug destruction event.
      1. The completed Certificate of Prescription Drug Destruction Form will be placed in the Cook County Sheriff Prescription Drug Destruction Form file in the Supply Chain Management shared folder.
      2. A copy of the completed Certificate of Prescription Drug Destruction Form will be sent upon request to the designated representative of the participating agency(ies) from which the drugs were collected.
12. The Cook County Sheriff’s Prescription Drug Take Back Program shall maintain proper recordkeeping to memorialize collection and destruction of prescription drugs occurring as part of Cook County Sheriff’s Prescription Drug Take Back Program.