

FORTH VALLEY NHS BOARD

Uplift & Disposal of Unwanted Medicines From Community Pharmacies

Specification of Service

1. Summary of Contract

1.1 The contract is for the uplift, from community pharmacies on the pharmaceutical list of Forth Valley NHS Board of:

- ◆ Medicines which have been returned to the pharmacy for disposal.
- ◆ Out of date pharmacy stock that is classified as special waste.
- ◆ Provision of suitable storage containers for waste.
- ◆ Safe and appropriate disposal of waste.

They shall be collected and transferred for disposal by contractors approved and licensed by either Scottish Environmental Protection Agency (SEPA) or Environmental Protection Agency (EPA). Disposal shall take place at a site approved and licensed to operate the process by either SEPA or EPA.

1.2 The contract is subject to annual review. The terms being as per the 10 year plan Scotland Waste Contract.

2. Procedure

2.1 The service shall be provided to all pharmacies listed in Annexe 2.

2.2 The nominated contractor shall supply each pharmacy with storage containers, suitable for storing waste medicines awaiting collection for disposal.

2.3 All storage containers shall comply with current legislation

2.4 All storage containers shall remain the property of the Contractor.

2.5 The pharmacist shall ensure that the waste is placed in the correct storage container in a safe place.

2.6 Where it is expected that a quantity of a specific type of medicine is to be collected prior arrangements should be made with Gerald Ferrie to arrange provision of a separate container on the day of collection.

Eg. Cytotoxic medicine.

- 2.7 The waste carrier shall show suitable identification to each pharmacist. If identification is not offered – please request this.
- 2.8 Pharmacist should secure the container(s) and seal using the security tag that is supplied with each container. **Containers should not be overfilled especially with heavy contents, i.e. bottles, and should not contain excess packaging.**
- 2.9 The waste carrier shall be responsible for ensuring all waste is securely packed and identified, before removal from the pharmacy.
- 2.10 Initially collection of waste shall take place every three months, (subject to review).
- 2.11 A pharmacist may not store more than ten cubic metres of waste.
- 2.12 The pharmacist shall not transport the waste to another pharmacy.

Controlled Drugs

- 2.13 All controlled drugs will be denatured by the pharmacy prior to collection.
- 2.14 Denaturing Kits, (250ml & 500ml sizes) for this purpose can be requested from Gerald Ferrie, NHSFV Transport and Waste Manager (Tel. No. 01324 811133), or in his absence from Customer Services HES (Tel. No. 01501 822233) who will arrange for the Kits requested to be delivered to the pharmacy.

3. Exclusions

The contract does not provide for the disposal of mercurials, arsenicals or sharps. Guidance is available from the NHSFV Transport and Waste Manager, for pharmacies regarding the disposal of these items.

4. Documentation, Monitoring and Legal Requirements

- 4.1 The nominated contractor will provide the appropriate pre-notification and consignment notes in accordance with the current Regulations and SEPA/EPA.
 - 4.1.1 A pre-notification note will be made available to the designated person at the Division to authorise annual uplift.
 - 4.1.2. One consignment note shall be produced to cover the uplift from all pharmacies within Forth Valley.
 - 4.1.3 If the collection is spread over several days, each day shall have its own consignment note. The number of this note shall appear on the carrier's schedule.
 - 4.1.4 If different vehicles are used on the same day, each one shall have its own consignment, the number of which should appear on the carrier's schedule.

- 4.15 A check-note from the waste disposal/incineration site will be made available to the designated person at the NHS Board.
- 4.2 The waste carrier shall complete a section of the carrier's schedule for each pharmacy.
- 4.3 The pharmacist shall check that the information on the carrier's schedule is correct and legible and that both the pre-notification and consignment note numbers are on the schedule.
- 4.3.1 The producer of the waste (pharmacist) is required to keep the green copy of the carrier's schedule for a minimum of three years.
- 4.4 The nominated contractor will maintain the following records and provide details of them to Forth Valley NHS Board immediately following each three-month uplift.
- ◆ Each pharmacy from which containers were uplifted.
 - ◆ The date on which they were uplifted.
 - ◆ The number of containers uplifted from each pharmacy.
 - ◆ The total weight uplifted.
- 4.4.1 The nominated contractor shall be responsible for sending a copy of the pre-notification note to the Transport and Waste Manager of the Forth Valley NHS Board for approving payment.
- 4.5 Collection of waste from the pharmacy by a carrier and delivery to waste disposal site shall be completed in the same week.

Reviewed: April 2009