

# LITTLETON POLICE DEPARTMENT

2 Kittridge Lane  
Littleton, New Hampshire 03561  
(603) 444-7711

**PROCEDURE #: 13-1**

**SUBJECT: PERMANENT DROP BOX FOR PHARMACEUTICAL  
DRUG COLLECTION AND DISPOSAL**

**Statutory Authority: RSA 318-E:1; Chapter Jus 1600**

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

**Date of issue**  
03-01-2013

**Issuing Authority**  
Chief Paul Smith

**Effective Date**  
03-01-2013

**Distribution**  
All

## **Policy**

The purpose of this procedure is to establish uniform procedures and standards for collecting and disposing of expired or unwanted pharmaceutical drugs from individuals in order to:

- (1) Provide the public with an environmentally safe, accessible and convenient alternative to disposing of pharmaceutical drugs in the landfill or sewer systems that may later negatively affect the environment; and
- (2) Encourage individuals to remove expired or unwanted pharmaceutical drugs from their households and residences to reduce access to addictive drugs for accidental or intentional misuse by individuals, especially children, in the home.

Controlled and non-controlled drugs collected in accordance with this procedure shall be exempt from the disposal requirements for controlled drugs stipulated in RSA 318-B:17.

## **Definitions**

“Controlled drugs” means “controlled drugs” as defined in RSA 318-B:1, VI.

“Drop box” means a double-locked, lined receptacle into which pharmaceutical drugs are deposited, situated in a police station and constructed in a manner that prevents tampering or access by non-authorized persons.

“Law enforcement officer” means any officer of the state or political subdivision of the state whom is empowered by law to conduct investigations of or to make arrests for offenses enumerated in RSA 318-B:2.

“Pharmaceutical drug” means “pharmaceutical drug” as defined in RSA 318-E:1, I.

## **Procedures**

### **A. Police Station Permanent Drop Box**

1. A permanent drop box shall only be located in the police station and shall remain in the custody of the Littleton Police Department at all times.
2. The drop box shall be placed in a location that is accessible to the public and under constant video recording surveillance.
3. The drop box shall be securely mounted to a wall or floor to prohibit removal of the box or retrieval of the contents from within the box without a key.
4. The drop box shall be clearly marked with the following information:
  - Pharmaceutical drugs, to include controlled, non-controlled and over the counter drugs from households and residences only.
  - Pharmaceutical drugs may be disposed of in the original containers or in a sealed plastic bag.
  - Liquid pharmaceuticals shall remain in the original container.
  - No needles, syringes, or lancets shall be placed in the drop box.
5. Individuals shall place unused pharmaceutical drugs directly into the collection box.
6. Individuals utilizing the drop box in accordance with this chapter shall not be questioned or required to disclose personal identification.

### **B. Control**

1. The Chief of Police shall designate 2 law enforcement officers who shall be the sole possessors of keys to the drop box. Each shall have a separate and distinct key, with both keys required in order to access the drop box.
2. The designated law enforcement officers shall both be present when removing, transporting, securing and disposing the contents of the drop box.
3. The contents of the drop box shall be placed and remain in the secured evidence room until they are disposed of in accordance with this procedure.

4. An inventory of collected pharmaceutical drugs shall not be required by these rules.
5. Collected pharmaceutical drugs shall not be resold or reused.

### **C. Disposal**

1. Pharmaceutical drugs collected pursuant to this procedure shall be destroyed via incineration at a solid waste disposal facility that is authorized to accept the waste under the destination state's laws and rules.
2. Pharmaceutical drugs collected pursuant to this procedure shall remain in the secured portion of the evidence room until the destruction of the material is witnessed by the designated law enforcement officers (as determined in section B.).

### **D. Documentation and Recordkeeping**

1. The designated law enforcement officers as determined in section B. shall document the following:
  - The location of the permanent drop box;
  - The date and time when the collected pharmaceuticals were removed from the permanent drop box and secured in the evidence room,
  - The weight of the collected pharmaceuticals when removed from the box and prior to being secured in the evidence room;
  - The date and time when the collected pharmaceuticals were removed from the evidence room,
  - The weight of the collected pharmaceuticals prior to destruction,
  - The date, time and location where the collected pharmaceuticals drugs were destroyed; and
  - The name(s) of the designated participating law enforcement officers.
2. The Littleton Police Department shall retain a copy of the documentation of the disposal of pharmaceutical drugs, as required by Jus 1605, for a period not less than 5 years.

**E. Authority**

1. Prior to utilizing a permanent drop box the Chief of Police shall first request and obtain written authorization from the:

Drug Enforcement Administration – Office of Diversion Control  
NEW ENGLAND DIVISION  
JFK Federal Building  
15 New Sudbury Street, Room E-400  
Boston, MA 02203  
(617) 557-2191

2. Prior to maintaining a permanent drop box, the Chief of Police shall provide written notification to the attorney general that the Littleton Police Department has established a program in accordance with RSA 318-E:1; Jus 1600. The written notification shall be sent to:

Department of Justice  
Criminal Bureau  
33 Capitol Street  
Concord, NH 03301

**Sources**

Windam Police Department  
Chapter Jus 1600 Procedures For Pharmaceutical  
Drug Collection and Disposal Programs (NH Code  
of Administrative Rules)  
RSA 318-E:1.  
RSA 318-B:17

**Re-written By**

Chief Paul J. Smith

**Reviewed Date**

02-08-2013

**Revised**

02-08-2013

**Authorized By:**

Paul Smith  
Chief of Police

## Littleton Police Department Prescription Drug Collection Box Control Log

Date & Time Opened	Personnel Opening Collection Box	Purpose for Opening	Weight	Date & Time Secured	Weight	Date/Time Removed from Evidence	Weight	Date & Time of Disposal	Disposal Weight	Personnel Conducting Disposal	Disposal Location

