

MEDDROP DROP BOX PROGRAM IN DANE COUNTY
Memorandum of Understanding between
MedDrop/Safe Communities and Host Municipalities
FINAL (July 8, 2011)

Brief Description:

The MedDrop drop box program is a permanent year-round household pharmaceutical waste collection program that allows residents to dispose of their unused medicines at various law enforcement facilities around Dane County. These unused drugs will then be properly disposed of in a secure and environmentally friendly manner. In 2010, two pilot drop boxes were sited: one at Madison Police Department's East Precinct and a second at Middleton Police Department. In its 2011 budget, Dane County allocated funds to add 8 to 10 permanent drop boxes. Safe Communities, under the guidance of the MedDrop Advisory Group, is fiscal agent and manager of this program.

Safe Communities' MedDrop Advisory Group is using the following criteria to select drop box sites in 2011:

1. Geographic location: Sites will be selected in a manner to ensure county-wide coverage without locations being clustered near a single location or jurisdiction.
2. Population centers and population flow: Drop box locations will be selected in a manner to accommodate community access. For example, sites near major commuting routes would provide service to many individuals from a wide county area.
3. Areas with high rates of drug poisoning.
4. Commitment from the municipality to devote sufficient resources to the police department to conduct functions outlined in this MOU, which include compliance with federal law governing chain of custody.
5. Commitment from municipal police department to conduct activities outlined in this MOU.
6. In initial siting of boxes, preference will be given to municipalities that agree to cost sharing on an annual basis to support MedDrop operations. Please see pages 2 and 5 of this Memorandum of Understanding for cost sharing expectations, and for a breakdown of anticipated 2011 operating costs.

Memorandum of Understanding Between Safe Communities and Municipal Drop Box Host Sites

Terms of this Memorandum of Understanding are in effect from date of signing by both parties (target: July 31, 2011) until 60 days after one party to the MOU informs the other in writing that they will end the partnership.

Responsibilities of Host Municipality _____:
Name of Host Municipality

1. Agree to share in program and disposal costs
 - Prior to the end of the first quarter of 2012 and each year the MOU is in effect, host municipality agrees to contribute toward program operation in the form of payment to Safe Communities. In 2011/2012, this amount is \$1,000, or approximately 1/3 of the expected disposal costs per drop box annually. Local match requirements are subject to change; if in future years an increase becomes necessary, Safe Communities will inform municipality by July 31st for the subsequent year. The Department of Agriculture, Trade and Consumer Protection (DATCP) has limited grant monies available to local municipalities to help with this expense (visit www.cleansweep.wi.gov in July 2011 for 2012 RFP)
 - Host municipality agrees to provide funding to municipal law enforcement agency to support an average of two officer-hours per week (per drop box) to oversee drop box operations in their communities, plus a small annual stipend for supplies (eg. baggies, gloves, garbage bags. Recommended annual stipend: \$250).
2. In compliance with guidance from DEA that drop boxes be under direct supervision of law enforcement, municipality agrees to placement of drop boxes within police facilities. Also in the interest of securing contents, municipal staff will bolt drop boxes to the floor.
3. Host municipality agrees to follow messaging and branding guidelines for MedDrop provided by Safe Communities. Safe Communities will provide templates for advertising and print articles. Materials developed by host municipality to promote MedDrop other than those provided by Safe Communities will be submitted to Safe Communities for approval prior to dissemination.

Expectations of Participating Law Enforcement Agencies:

1. Receive drop-offs from all residents
 - Each box will be in a secure location during normal business hours
 - People will be directed (by signage provided by Safe Communities and by law enforcement agency staff as questions arise) to put medicine in baggies and then place the baggies in the drop box. A box of baggies will be placed on the top of or next to the drop box for use.
 - Host municipality will provide a container for participants to dispose of any surplus medicine bottles/containers after emptying the medicines into the drop box, and will be responsible for disposing of these containers.
2. When the box is full, host municipality will use the following procedure to replace the full MedDrop bucket (anticipated to be 5 gallons) and to move the full MedDrop bucket to a secure location (eg. evidence room).
 - a. A duly authorized, certified, full-time law enforcement officer shall be responsible for supervising the collection. However, at least one duly authorized, certified, and full-time local law enforcement officer shall be in the vicinity of the collection box at all times
 - b. The law enforcement officer shall, a) all times, have sole control over, and sole possession of, all controlled substance collected and the collection box in which the collected controlled substances are stored; and (b) at no time shall anyone other than the law enforcement officer have access to the collection box or the collected controlled substances other than for the purpose of depositing controlled substances into the collection box.
 - c. Only pharmaceutical drugs can be collected and stored in the collection box. Illicitly manufactured controlled substances (such as marijuana, heroin, methamphetamine, MDMA, and LSD) may not be collected as part of this program. Community members wishing to dispose of illicit drugs may bring these drugs to the police station and give them directly to a law enforcement officer.
 - d. Police (two officers need to be present) will scan contents while emptying drop box contents into buckets, and will remove visible sharps and aerosols in compliance with blood-borne pathogen safety precautions before sealing them.
 - e. Seal bucket and store in a secure location.
3. Provide storage of disposed medicines.
 - Have capacity to store medications for a 6-month period (assuming an average of one 5-gallon bucket per week), in a special secure area. Each bucket is 16" high X 14" wide X 14" deep; 48 buckets stacked 4 buckets high will take up 16.6 square feet and six feet of vertical space.

4. Assist with evaluation of program
 - a. Fill out program quarterly evaluation form for site and provide at each 6 month collection (forms provided by Safe Communities)
 - b. Put out evaluation postcards for residents to fill out and leave at box (provided by Safe Communities); collect and return to Safe Communities for tabulation.

Responsibilities of Safe Communities/MedDrop:

1. Agrees to purchase and deliver drop boxes to local police department facilities.
2. Agrees to develop template materials for municipalities for use in promoting MedDrop, and to collectively market the host municipalities' drop box site as part of on-going MedDrop promotion efforts;
3. Agrees to provide buckets at no cost to local municipality;
4. Agrees to coordinate pick-up runs (approximately once every six months) by a certified hazardous waste hauler to police department property rooms where buckets are stored for disposal in accordance with guidance from DEA and environmental regulations. DEA guidelines for our program require that a law enforcement officer provide security for transport of hazardous waste disposal truck to a hazardous waste incinerator (NOTE: Currently the closest approved hazardous waste incinerator is in Sauget, IL, a 6-hour one-way commute from Dane County. If host municipality's law enforcement agency is willing to provide this staffing, reimbursement for staff time will be provided by Safe Communities.)
5. Agrees to pay for disposal costs of the host municipality's MedDrop collections for duration of this MOU. Estimated cost of disposal per drop box is \$3,000 annually.
6. Agrees to track changes in state and federal law governing pharmaceutical waste disposal, to comply with them and to keep municipal hosts informed about compliance issues that affect them.
7. Agrees to evaluate the MedDrop program, and to share findings with municipal hosts. This evaluation will include tracking of Dane County drug poisoning deaths and hospitalizations.
8. Agrees to recognize municipal hosts as partners in program successes in reports, program promotion and media events.

9. Agrees to notify municipality by July 31 of previous year of any changes in match requirements of municipality (2011/2012 match is \$1,000).

10. Agrees to manage grants supplied by Dane County and other funding sources, and to pursue additional funding as needed.

We agree to comply with terms of this Memorandum of Understanding

For Safe Communities

For Municipality

Signature _____
Date

Signature _____
Date

Name/Title _____

Name/Title _____

Witness _____

Witness _____

**MedDrop Drop Box Program
Expenses and Cost Sharing**

Annual Budget: Safe Communities MedDrop Drop Box Program

Total: \$79,893, which covers

- Drop box purchases @ \$850 each (annual expense until sufficient boxes are sited)
- Annual disposal costs \$24,000
- Disposal supplies (buckets, other)
- Administrative costs (coordination, insurance, marketing)

\$7,900 Cost per drop box (10)

Minus Municipal Costs share per drop box – to be paid during first quarter
\$1,000 (estimated to be 1/3 of annual disposal costs per box)

\$6,900 Net benefit/grant to local municipality in 2011/2012