

Returning Narcotics for Destruction

Use this process for:

- *Returning a controlled substance that is not able to be used (discolored, excessive heat exposure, etc.).
- *Returning an expired (or near expiring) controlled substance.
- *Returning a controlled substance with a popped cap, but still full of medication.
- *Returning a controlled substance intended for use on a patient in which the cap was removed, but it was never drawn into a syringe.

Do NOT use this process for:

- *Documenting a controlled substance drawn into a syringe that was partially given, but the remainder wasted.

Critical Actions:

- ***FIRST** Complete an "Incident Report" form.
- *Do **NOT** complete an "Administer" form.

Instructions:

1. In "My Control Numbers," select "Load My Box."

My Control Numbers

Administer Transfer Incident Report Pick Up Return **Load My Box** Load Field Box Audit

Crew Member
clinical HCEC

Search

Control #	Description	Part #	Expiration Date	Lot #	Box Id	Box Seal	IR
<input checked="" type="checkbox"/> TA1037	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	04/16/2016	22222222			
<input type="checkbox"/> TA1038	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		IR
<input type="checkbox"/> TA1039	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333			
<input type="checkbox"/> TA1040	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		
<input type="checkbox"/> TA1041	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		
<input type="checkbox"/> TA1042	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		
<input type="checkbox"/> TA1045	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		

2. Select your box.

Load Box

Load Narcotics Box

Loaded By: clinical HCEC

Search

Box Name	Box Id	Box Seal	Narcotics Count	Last Loaded By	Last Loaded On
Test	1test1		5 HCEC clinical		09/08/2016

- In the section labeled "Select Control Numbers To Remove from the Box," pick which controlled substance you would like to return. Then select "Next."

Step 1: Remove from the Box Back Next

Load Narcotics Box
Loaded By: clinical HCEC

Narcotics Box Information
Name: Test
Box Id: 1test1
Seal Number:
Color:
Additional Information: [View Box Attachments](#)

Select Control Numbers To Remove from the Box

<input type="checkbox"/>	Control #	Description	Part #	Expiration Date	Lot #	IR
<input type="checkbox"/>	TA1038	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	IR
<input checked="" type="checkbox"/>	TA1040	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	
<input type="checkbox"/>	TA1041	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	
<input type="checkbox"/>	TA1042	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	
<input type="checkbox"/>	TA1045	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	

- Validate the transaction with your fingerprint.
- You will now see that the medication is no longer in the box. Select "Finish."

Step 2: Issue Narcotics and Seal the Narcotics Box Back Finish

Load Narcotics Box
Loaded By: clinical HCEC

Narcotics Box Information
Name: Test
Box Id: 1test1
Seal Number:
Color:
Additional Information: [View Box Attachments](#)

Quick Add Control Number

Add Control Number to Narcotics Box Delete Select

<input type="checkbox"/>	Control #	Description	Part #	Expiration Date	Lot #	IR
<input type="checkbox"/>						

Existing Numbers in Narcotics Box

Control #	Description	Part #	Expiration Date	Lot #	IR
TA1038	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	IR
TA1041	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	
TA1042	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	
TA1045	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	

- Validate the transaction with your fingerprint.
- You will notice that the medication is no longer associated with a box (nothing listed under the Box Id column). Highlight the medication that you are returning to the safe. Select "Return."

My Control Numbers Administer Transfer Incident Report Pick Up Return Load My Box Load Field Box Audit

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<input type="checkbox"/>	Control #	Description	Part #	Expiration Date	Lot #	Box Id	Box Seal	IR
<input checked="" type="checkbox"/>	TA1037	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	04/16/2016	22222222			
<input type="checkbox"/>	TA1038	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		IR
<input type="checkbox"/>	TA1039	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333			
<input checked="" type="checkbox"/>	TA1040	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333			
<input type="checkbox"/>	TA1041	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		
<input type="checkbox"/>	TA1042	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		
<input type="checkbox"/>	TA1045	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	333333333	1test1		

8. Select the safe that you are returning to. Select "Submit." Validate the transaction with your fingerprint.

Return Narcotics to Safe Submit Cancel

Crew Member	
Crew Member	clinical HCEC
Transfer To	2800 Bender Safe

Control Numbers to Transfer								Remove
	Control #	Description	Part #	Expiration Date	Lot #	Box Id	Box Seal	IR
<input checked="" type="checkbox"/>	TA1040	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	3333333333			

You will notice that the returned controlled substance is no longer in your possession.

My Control Numbers Administer Transfer Incident Report Pick Up Return Load My Box Load Field Box Audit

Crew Member: clinical HCEC

Search:

	Control #	Description	Part #	Expiration Date	Lot #	Box Id	Box Seal	IR
<input type="checkbox"/>	TA1037	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	04/16/2016	22222222			
<input type="checkbox"/>	TA1038	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	3333333333	1test1		IR
<input type="checkbox"/>	TA1039	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	3333333333			
<input type="checkbox"/>	TA1041	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	3333333333	1test1		
<input type="checkbox"/>	TA1042	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	3333333333	1test1		
<input type="checkbox"/>	TA1045	Test Ativan 2 mg/mL (1 mL Vial)	Ativan Test	05/01/2018	3333333333	1test1		