INSTRUCTIONS FOR USE

1-Gallon, 5-Gallon & 10-Gallon Pharmaceutical Recovery Services

POWERED BY RP RETURNS

Kit Components (Save all items for packing and shipping)

- Return shipping box with pre-paid UPS shipping label (attached)
- Instructions packet
- Security seal tape
- Clear plastic bag for Non-Controlled medications
- Tamper evident opaque bags for DEA Controlled Substances

Be sure to read all instructions prior to use

UNPACKING AND USE

Save the return shipping box and all kit components for packing the pharmaceutical materials for return shipment.

Review the yellow sheet (located in the instructions packet) for a quick check list on how to return DEA Controlled Substances or Non-DEA pharmaceutical waste (Fig. 1).

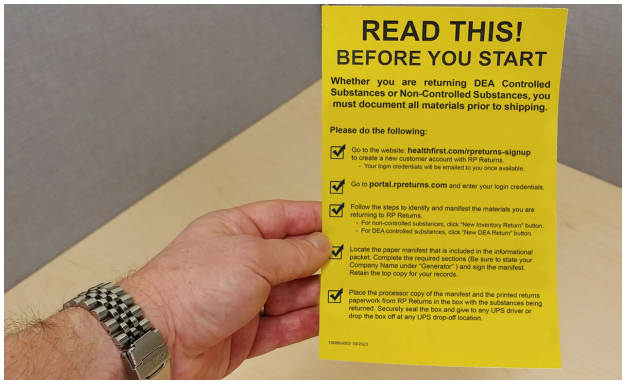

Fig. 1

RETURNS MANIFEST PREPARATION

For both types of pharmaceutical materials, please use the enclosed returns manifest (located in the instructions packet) to document these materials being returned for processing. Be sure to fill out completely (**Including Business Name of Generator**), sign, and place a copy of the manifest into the return box with the pharmaceutical materials prior to return shipment (Fig. 2).

You must also log into the RP Returns portal to inventory your pharmaceuticals being returned. If this is your first time using RP Returns, go to:

healthfirst.com/rpreturns-signup

to create a new customer account with RP Returns. Your new login credentials will be emailed to you once available. Those with login credentials can go directly to:

portal.rpreturns.com

Fig. 2

If You Are Returning Non-Controlled Medications:

While in the RP Returns portal, click the **New Inventory Return** button to manifest these materials being returned.

If You Are Returning Controlled Substances:

While in the RP Returns portal, click the **New DEA Return** button to manifest these materials being returned. For DEA Schedule III-V Controlled Substances, please follow the instructions located on page 2.

For DEA Schedule II Controlled Substances, please follow the instructions located on page 3.

FINAL PACKING AND SHIPMENT

1. Place the pharmaceutical materials in the appropriate plastic bag or plastic envelope that is provided in the box.
   - Place all non-controlled medications in the clear plastic bag that is provided in the return box.
   - Place the controlled substances in the white sealable plastic bag that is provided in the return box.
2. Follow the additional PACKAGING OF PHARMACEUTICALS instructions as directed on page 4.
3. Place the appropriate manifests in the return box and securely seal the box using the enclosed security tape.
4. Give the sealed shipping box to any UPS driver or drop the box off at any UPS drop-off location. Charges for return shipment and waste processing is prepaid (additional charges may occur for scheduled pickup services).

NEED MORE HELP?

RP Returns Customer Support Representatives are here to help you if you have any more questions about your mailback products.

888-361-8856 CustomerService@RPReturns.com RPReturns.com

SCHEDULE III-V CONTROLLED SUBSTANCES

Scedule Drug Inventory Form Creation

For any expired controlled substances being sent to a reverse distributor for destruction, a Schedule Drug Inventory Form must be completed.

The online Client Returns Portal (Provided by RP Returns) gives you an easy to use interface to properly identify and document all controlled substances being returned for destruction. Once all substances have been documented, the interface will automatically prepare the necessary DEA paperwork, ready for printing and placing in the return box.

Examples of Schedule III-V Controlled Substances

- Ambien
- Ativan
- Talwin
- Valium (diazepam)
- Versed (midazolam)
- Vicodin
- Codeine-based cough syrups
- Aspirin w/codeine
- Ketamine
- Lorcet
- Xanax

PORTAL LOGIN AND MANIFEST CREATION

Enter the following address in your web browser to access the Client Returns Portal:

portal.rpreturns.com

Use the name and password that has been provided to you via a separate email for portal access (Fig. 1).

Once logged in you will be able to create an inventory form for the pharmaceuticals being returned. You can select from an Inventory Form for Non-Controls or a New DEA Return for All Controlled Substances.

Tutorials are attached to each section of RP Returns' Client Returns Portal to help you understand the process.

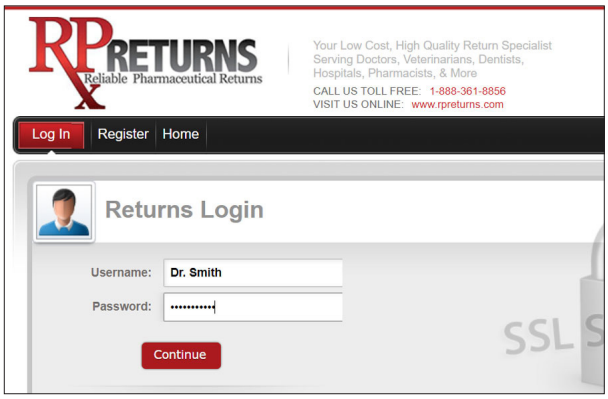

Fig. 1

FORM 41 PROCESSING

Once you are logged into the interface, click the "DEA Return" button to start the process.

Follow the online interface to complete the form as follows (Fig. 2):

- List the name and NDC number of the drug.
- List the number of full unopened containers.
- List the total count of pills, capsules, milliliters, etc. for opened and partially used containers.
- Continue process until all Controlled Drugs are entered.

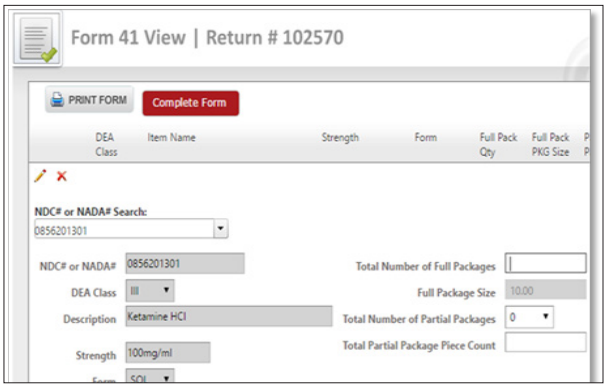

Fig. 2

IDENTIFYING THE PRODUCT NDC TO LIST

Pharmaceutical products may have one NDC number on an outer, box quantity and a different NDC number on the inner, smaller, individually-packaged units contained within the box quantity. Please report the NDC number that corresponds to the product and package size being returned. A single NDC number must not be used to identify two different package sizes of a product (Fig. 3).

Fig. 3

PRINT AND DISTRIBUTE FORMS

Once the online inventory form is complete:

- Press the Print Form button within the online interface and print 2 copies. of the Schedule Drug Inventory Form.
- Include one copy in the package you are shipping to RP Returns.
- Retain one copy for your records.
- No further receipt from the DEA will be furnished to you unless specifically requested.

NEED MORE HELP?

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SCHEDULE II CONTROLLED SUBSTANCES

DEA Form 222 Instructions

Schedule II drugs are categorized in a separate DEA 222 form. When a drug you have on hand is identified as a Schedule II controlled substance in the client portal interface, it will initiate the generation of the DEA 222 form.

This form cannot be printed. It will instead be mailed to your address of record.

Examples of Schedule II Controlled Substances

Adderall	Morphine
Cocaine	Opium
Codeine	OxyContin
Crystal Meth	Fentanyl
Demerol	Percocet

DEA FORM 222 CREATION

If returning Schedule II drugs, you must wait to receive your DEA 222 Forms in the mail prior to shipping your return. Once you receive the DEA 222 Form please follow the following directions:

- Review and complete the DEA 222 form (as designated below in the detailed breakout).
- Ship your return in ONE box.
- Include a copy of the DEA Form 41 (Schedule Drug Inventory Form) in the box. The address on DEA forms must match the address on your DEA registration.

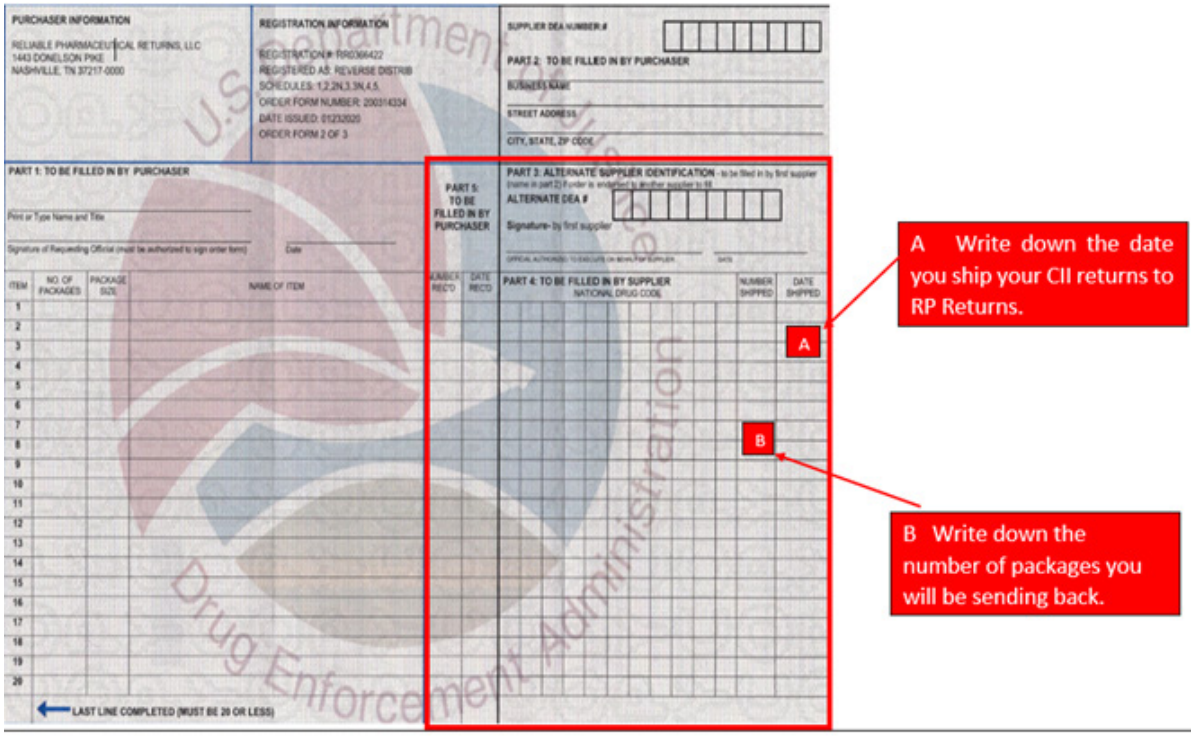
PLEASE NOTE:

DO NOT include this DEA Form 222 with your shipment. Doing so will put you **OUT OF COMPLIANCE.**

Your DEA 222 Form is only valid for **60 DAYS**. The product must be received within 60 days of the date the DEA 222 was issued. New DEA 222 Form must be issued after 60 days.

DEA FORM 222 BREAKOUT

Review and fill out the DEA Form 222 as detailed below:



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Please fill out Part 4 of 222 form where it asks for "Number Shipped" and "Date Shipped" for each line that contains drugs. If the form was completed correctly, that number should be same as "No. of Packages" in Part 1.

EMAIL COPY OF FORM 222 TO DEA

You must email a copy of the Single Sheet DEA Form 222 to:

dea.orderforms@usdoj.gov

Save the original copy for your records.

PACKAGING OF PHARMACEUTICALS

This return box is for Pharmaceutical materials only. **DO NOT PLACE SHARPS OR BIO-HAZARD MATERIALS IN THIS RETURN BOX.**

In addition, ensure that there are **NO LOOSE PILLS** prior to packaging the return.

Please ensure that all pharmaceuticals are contained within their original packaging. If original packaging is damaged or missing, place pharmaceuticals in another container or sealable plastic bag. If the pharmaceutical contains liquid, it is advisable to wrap the item to prevent breakage (i.e. with a paper towel, tissue paper or toilet paper) and package them in separate sealable plastic bags (Fig. 1).

Place all non-controlled medications in the clear plastic bag that is provided in the return box.

Place all controlled substances in the white sealable plastic bag that is provided in the return box.

You may use additional plastic or ziplock bags you have on hand if your pharmaceuticals do not fit in the supplied bags.

Fig. 1

FORMS AND REPORTS

After receipt of the box, RP Returns will identify all pharmaceuticals packaging for evaluation for potential credibility or make the waste determination.

Once the process is completed you will be able to log with your credentials and access the report section of the RP Returns portal to retrieve the following:

- Certificate of Destruction
- Customer specific documentation

STILL HAVE QUESTIONS? WE ARE HERE TO HELP!

Experiencing difficulties, want help with your return or navigating the Client Returns Portal? Contact:

RP Returns Customer Service
888-361-8856
CustomerService@RPReturns.com

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