



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Household Pharmaceutical Consolidation Site Application

Household Hazardous Waste Program

Doc Type: Reporting

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Instructions: Completion and approval of this form is required prior to accepting pharmaceutical waste as a Household Pharmaceutical Consolidation Site (HPCS). HPCS approval is exclusive to pharmaceutical wastes from households only and does not authorize the acceptance of any other waste type. For more information, please contact Teresa Gilbertson at 507-476-4254 or teresa.gilbertson@state.mn.us.

Submit completed form to: Teresa Gilbertson
Minnesota Pollution Control Agency
504 Fairgrounds Road, Suite 200
Marshall, Minnesota 56258

or by fax to: 507-537-6001

Facility Information

Facility name: _____ *HW ID Number: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Location address: _____

City: _____ State: _____ Zip code: _____

**Contact name: _____ Phone: _____ E-mail: _____

* **HW ID Number:** HPCS **must** obtain a Hazardous Waste (HW) Generator Identification (ID) Number as part of this application process. See <http://www.pca.state.mn.us/publications/w-hw1-02.pdf> or Notification of Regulated Waste Activity Form and Instructions, <http://www.pca.state.mn.us/publications/w-hw7-09.pdf>. There is no charge or fee associated with obtaining an HW ID number.

** **Contact name:** Designate a specific staff person to provide oversight for the HPCS; this person shall be properly trained and informed of their responsibilities to ensure a secure drop-off location and to protect the safety of all staff.

Accepting Pharmaceutical Waste

Collection area (counties or cities): _____

Date/times of operation: _____

Briefly describe the pharmaceutical storage containers which will be used:

Briefly describe security measures that will be utilized to ensure staff safety and protection of accumulated wastes:

Pharmaceutical Waste Disposal (List the transporter and end disposal facility(s) for proper pharmaceutical waste disposal.)

Transporter information:

Transporter name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Disposal facility(s) information:

1. Disposal facility name: _____
Location address: _____
City: _____ State: _____ Zip code: _____
2. Disposal facility name: _____
Location address: _____
City: _____ State: _____ Zip code: _____

Certification

I certify that I am authorized to represent this HPCS, and the information provided by me on this form is correct and true. I have read and agree to follow the guidance and requirements specific to this HPCS Application.

Print name: _____ Title: _____
Signature: _____ Date: _____

Instructions and Requirements

Environmental concerns: Pharmaceutical waste which is incorrectly disposed of can pollute air, land, and water and threaten human or animal health. Household pharmaceutical waste includes all expired, unwanted, or unusable prescription or over-the-counter medications used by family members or pets. Some of these medications are hazardous wastes (HW) or controlled substances, which have specific requirements to ensure safe handling and disposal.

Regulatory requirements: Pharmaceutical collection and disposal must comply with several sets of regulations, including: Drug Enforcement Administration (DEA) regulations, Minnesota Board of Pharmacy Statutes 151.37 and 151.44, Minnesota Pollution Control Agency (MPCA), Minnesota HW Rules 7045.0310, and 7045.0292, subp. 6, and all applicable metropolitan or county licensing, fee, and ordinance requirements.

Accepting waste: An entity interested in collecting household pharmaceutical waste may apply to become a Household Pharmaceutical Consolidation Site (HPCS). HPCS may accept pharmaceutical wastes generated only from households. HPCS may accept prescription or over-the-counter drugs for the exclusive purpose of proper disposal. Only HPCS operated by law enforcement are allowed to accept controlled substances in secure and monitored locations.

Notification: Thirty days prior to accepting pharmaceuticals for disposal:

- Complete the *Household Pharmaceutical Consolidation Site Application* form and submit to the MPCA.
- Complete and submit a *Notification of Regulated Activity* form; located at the bottom of the following MPCA webpage: <http://www.pca.state.mn.us/index.php/waste/waste-permits-and-rules/waste-permits-and-forms/hazardous-waste-publications.html>.
- Contact a HW contractor or a MPCA-approved Waste-to-Energy (WTE) Facility to arrange for proper waste disposal. If controlled substances will be collected, notify the DEA of your location and contact information.

Worker and site safety: All staff handling pharmaceuticals should wear personal protective equipment to prevent dermal absorption and avoid inhalation of pharmaceutical wastes.

For events: Traffic flow through the collection site should be carefully considered to ensure vehicles move quickly through the drop off area. Traffic lanes should be clearly marked and all staff directing traffic and receiving waste should wear high visibility vests.

Managing containers: Containers storing pharmaceutical wastes must be:

- Correctly labeled as "HW Pharmaceuticals".
- Contained to prevent leaks or spills; releases should immediately be controlled.
- Stored securely to prevent diversion of contents.
- For events, all containers must be securely stored indoors or shipped off-site for disposal at the end of the event day.

Transport and disposal: Controlled substances shall be transported by law enforcement only. Shipping papers are not required if the total waste quantity is less than 440 pounds per vehicle. Pharmaceuticals should be transported securely in closed containers to prevent spills. The HPCS must have prearranged to either:

- Transport with a licensed hazardous waste transporter to a hazardous waste incinerator.
- Transport by law enforcement to a WTE facility that has received approval from the MPCA for pharmaceutical incineration.

The HPCS shall comply with the disposal protocol issued by the HW incinerator or WTE facility.

Keeping records: HPCS shall report to the MPCA, by February 1, for the preceding calendar year the:

- Total number of participants in their program, if tracked.
- Total weight of the pharmaceuticals collected.
- Total weight of controlled substances collected, if recorded separately from other pharmaceuticals.
- Transporter and disposal information.

Maintain the above records, copies of all shipping papers, copies of notifications submitted to the MPCA and any reference materials that were used to establish the collection program for a minimum of 3 years.

More information: Contact the MPCA or your Metro County for more information on how to collect pharmaceuticals. Ask the operator to connect you to a staff person working on Pharmaceutical Consolidation Sites.

Minnesota Pollution Control Agency

Toll free (all offices) 1-800-657-3864
General number 651-296-6300
Website www.pca.state.mn.us

Minnesota Drug Enforcement Administration

612-344-4100

Metro County HW Offices

Anoka 763-422-7093
Carver 952-361-1800
Dakota 952-891-7557
Hennepin 612-348-3777
Ramsey 651-266-1199
Scott County 952-496-8475
Washington County 651-430-6655
Websites [www.co.\[county\].mn.us](http://www.co.[county].mn.us)

Minnesota Board of Pharmacy

Office: 651-201-2825 or 612-344-4130, Fax: 612/348-1968