

# DEA NATIONAL TAKE BACK DAY

October 22, 2016

## FREQUENTLY ASKED QUESTIONS FOR CLASS 3A (INSTITUTIONAL DISPENSER, LIMITED) FACILITIES ONLY

- Q1. What paperwork do I need to fill out to take part in the DEA National Take Back Day?**
- A1.** On or before **September 16, 2016**, the 'Request for Approval of Disposal/Destruction of Controlled Substances' (DOH-2340) and 'Controlled Substance Inventory Form' (DOH-166) must be received by the Bureau of Narcotic Enforcement (BNE) for review and approval. These forms can be found on the BNE website: <http://www.health.ny.gov/professionals/narcotic/forms.htm>.
- Q2. Where should I mail the paperwork?**
- A2.** You will mail the paperwork to the appropriate BNE Regional Office that is responsible for your county. A chart that will identify the correct BNE office can be found on the Instructions for the Request for Approval of Disposal/Destruction of Controlled Substances located on our website: [http://www.health.ny.gov/forms/instructions/doh-2340\\_instructions.pdf](http://www.health.ny.gov/forms/instructions/doh-2340_instructions.pdf).
- Q3. What do I put on the form for the date and time of destruction?**
- A3.** While the actual pick-up by the DEA may be made prior to October 22, 2016, identify the destruction date as the *DEA National Take Back Day "October 22, 2016"* and destruction time as *"To be Determined" (TBD)*.
- Q4. How will I know when the DEA will come to my facility to pick up my controlled substances?**
- A4.** Once your 'Request for Approval of Disposal/Destruction of Controlled Substances' paperwork has been approved by BNE, BNE will provide the DEA with the facility's contact information. The DEA will contact the facility with an approximate date and time for pick up. Remember, the actual pick-up of controlled substances may be made by the DEA prior to October 22, 2016.
- Q5. What is entered on the Request for Approval of Disposal/Destruction of Controlled Substances (DOH-2340) under "Personnel conducting disposal/destruction"?**
- A5.** The same information is required as if you were destroying on-site. List two employees that will be surrendering the controlled substances to the DEA agent.
- Q6. The employees BNE approved to surrender will not be here the date and time the DEA has given me. What should I do?**
- A6.** As the DEA will provide the actual date and time of pick up after the forms have been submitted to and approved by BNE, a conflict in employee schedules may arise. If a chosen employee is not available, choose an alternate qualified employee and document this change on your copy of the approved paperwork. Both employees will confirm the surrender to law enforcement by signing Section II Statement of Disposal/Destruction on the 'Request for Approval of Disposal/Destruction of Controlled Substances' form when the DEA agent picks up the controlled substances from the facility. Mail/fax the completed signed form to your regional BNE office. (Note: A DEA agent does not qualify as an employee of the facility)