



Mailback  
Pharmaceutical  
Disposal Service

**IMPORTANT** Save this Box for Return Shipping



Please Read  
All Instructions  
Before Proceeding

## Enclosures | Controlled Bucket

- 6 – Step Packaging and Shipping Instructions
- 1 – Inventory Transfer Form
- 1 – Life-Loc Bucket and Lid
- 1 – Order Tracking Form
- 1 – Numbered Red Security Tag
- 1 – Packing List
- 1 – Packing List Pouch
- 1 – Return Shipping Label





# Pharmaceutical Mailback Program

## 6 Step - Packaging & Shipping Instructions

### CONTROL DESTRUCTION

Thank you for choosing **Trilogy MedWaste's Mailback Program** for the disposal of your unwanted and unused Controlled Substances! Please follow all enclosed Packaging and Shipping instructions carefully and completely to ensure appropriate disposal of your materials.

**The TMW program does not allow Schedule I Controlled Substances and other illicit or dangerous substances, or non-consumer hazardous waste or Regulated Medical Waste (including sharps) to be collected as a part of this program.**

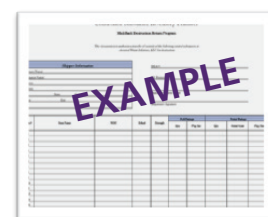
### Step 1

Once you begin filling your container, you will need to keep an exact record of all unwanted and discarded Controlled Substances. An Inventory Transfer Form has been provided in this packet for this purpose, also items need to be divided and packaged by NDC number before returning the bucket. If you need another copy of the Inventory Transfer Form or an Excel spreadsheet for large quantities, please email us at [Mailback@TrilogyMedWaste.com](mailto:Mailback@TrilogyMedWaste.com).



### Step 2

The Inventory Transfer Form **MUST** include ALL items within the container. All Inventory Transfer Forms **MUST** be submitted to Trilogy MedWaste **PRIOR** to the container being shipped. Corresponding DEA Form 222s will be mailed directly to your facility for ALL CII Substances.



**DO NOT SHIP YOUR CONTAINER UNTIL YOUR INVENTORY HAS BEEN APPROVED, IF YOU HAVE SCHEDULED 2 ITEMS YOU CAN NOT SHIP YOUR BUCKET UNTIL YOU HAVE A 222 FORM TO TRANSFER YOUR MEDICATIONS.**

### Step 3

**UPON RECEIVING AN APPROVAL FOR SHIPMENT, PLEASE PROCEED WITH THE NEXT STEPS: 4, 5 AND 6**



## Step 4

### HOW TO SEAL THE BUCKET

**0.6 GAL - 5 GAL Containers** - Check that the holes at the lock line up so you can secure with the enclosed serialized red security tag through both and secure it with the tag.

**12 GAL Containers** - Run the numbered red security tag through the white hole, the bottom of the red lock and then back out the bottom. (See photos for reference.)

Once container is sealed, place container in the box and seal with tape for shipping.

0.6 GAL - 5 GAL  
Smaller Sizes



12 GAL  
Larger Sizes



## Step 5

Once the box is sealed, place the completed, signed Order Tracking Form AND the copy of the DEA 222 Form (only needed for CII's) inside of the pouch and adhere the pouch and the shipping label to the box. Be sure that the Ref number on the FedEx Return Label matched the Order Tracking Form number on the form. Final Check on your bucket-Your container will be inventoried by Trilogy Medwaste Certified Pharmacy Technician



## Step 6 FOLLOW THE DIRECTIONS FOR SCHEDULING YOUR FEDEX PICK UP ON THE NEXT PAGES.

Your container will be inventoried by Trilogy MedWaste Certified Pharmacy Technician Upon Receipt

Please be sure to fill out all required contact information and sign the Packing List in the area labeled "Customer Witness Certification." We cannot process incoming packages without these signatures.

**Note: a restocking fee of 40% will be applied to items returned within 30 days from the date of purchase. There will be no credit offered for orders older than 30 days. All items must be unused and free of any damage.**

Thank you!

Trilogy Pharmaceutical Services Team


# Scheduling YOUR Return Pickup

## Return Shipping Instructions

1. Place the shipping label on the container's most visible side away from seams.
2. Ship your package one of three ways:
  - Use your regular scheduled pickup.
  - **Drop off at FedEx.** Find your closest location at [fedex.com/locate](https://www.fedex.com/locate) or by calling 1.800.GoFedEX 1.800.463.3339
  - **Schedule a pickup.** No account number required but label information may be needed. Go to [fedex.com/returnpickup](https://www.fedex.com/returnpickup) for FedEx Ground labels with "G" or "PRP" or call 1.800.GoFedEX 1.800.463.3339 and say:
    - "Return Manager" or "PRP" for FedEx Ground labels with "G" or "PRP"

## Prepare Your Package With Care.

- Use an appropriate container, cushioning materials and at least three strips of packing tape.
- When reusing packaging, remove or black out old shipping labels including their barcode(s).

 Shipping Tracking Printing Services Locations Support

Schedule a Ground Return Package Pickup

FedEx Ground Pickup Information

1 Enter information 2 Pickup confirmation

To schedule a FedEx Ground Return Package Pickup, please complete the information below.

Asterisk (\*) Indicates required fields.

Pickup information

\*Tracking ID from label

\*Country United States

\*Contact name

\*Company

\*Address

\*City

\*State/Province

\*ZIP/Postal code

\*Phone number

Pickup information - continued

\*Pickup type Business Residence

\*Pickup date 4/27/2021

\*Number of packages 1

\*Does any package exceed 150 lbs or contain a hazardous material? Yes No

Pickup location None

Special instructions (65 character maximum)

Clear fields

Schedule pickup

Please note:

- You can schedule a FedEx Ground return pickup on Monday-Friday for business locations or Tuesday-Saturday for most residential locations and up to 14 days in advance.
- You must have a Return label issued to you by an authorized FedEx Ground shipper. This page is NOT for FedEx Ground Call Tags or FedEx Ground customer "call-in" pickups.
- Packages picked up from a residence may have one additional transit day; for faster returns, packages can be dropped off at FedEx staffed locations.
- The pickup window for Business locations is 8am-6pm and most Residences is 8am-8pm. Use the special instructions to request an alternative time frame or other pickup comments. These requests are not guaranteed to be accommodated. (Limit 65 characters including spaces).

FROM: (512)555-1212  
John Smith  
Facility  
1234 Name St.  
HIGHLANDS RANCH CO 80129  
US

CAD: 253362409INET4340  
DIMMED: 16 X 16 X 24 IN

TO Processing  
TMW  
148 Boxwood Lane  
Gastonia NC 28054  
(817) 907-0891  
INV: REF:  
PO: DEPT:

RMA:



TRK# 7735 4370 3098

RETURN

28054

9632 0137 6 (000 000 0000) 0 00 7735 4370 3098



ALL CHARGES ARE PREPAID THROUGH TRILOGY MEDWASTE. PLEASE FOLLOW THE NEXT STEPS LISTED BELOW TO CONTINUE WITH YOUR PICKUP REQUEST AT NO COST TO YOU.





# Pharmaceutical Mailback Program

Trilogy's Mailback program **DOES NOT ALLOW** Schedule I Controlled Substances or any other illicit or dangerous substances, hazardous wastes or Regulated Medical Waste (including sharps) to be shipped to Trilogy as a part of this program. Every user of the Mailback program must ensure that the materials they place in the Shipping Package complies with the rules and restrictions of the carrier.

All materials shipped to Trilogy under this program **MUST BE PRE-APPROVED** by Trilogy and accompanied by a properly completed shipping document which will be provided by Trilogy.

Examples of items that are **NOT Accepted** in the Mailback Program because they are considered Hazardous Waste:

- ❌ Nicotine of ANY kind
- ❌ Chemotherapy items of ANY kind
- ❌ Coumadin/ Warfarin
- ❌ Inhalers
- ❌ Aerosols
- ❌ Adrenalin (Epi Pens, etc.)
- ❌ Insulin of ANY kind
- ❌ Items containing Mercury
- ❌ Items containing Silver
- ❌ Epinephrine
- ❌ Regulated Medical Waste
- ❌ Sharps
- ❌ Hazardous or Universal Waste

In addition, Trilogy MedWaste **does not accept ANY Toxic or Flammable Hazardous Materials** as defined by the Department of Transportation (DOT).

If your company sends in unauthorized items, additional fees will be assessed to dispose of this waste properly or the items will be returned to you at your expense.

For Questions or Concerns Please Visit: [TrilogyMedWaste.com](http://TrilogyMedWaste.com) or Call: 888 763.3927

# Final Check On Your Bucket

1. Make sure that all items are **CORRECTLY** recorded on the Inventory Transfer Form. All requested information is required for us to process your bucket.
2. Be sure to email your inventory to [Mailback@TrilogyMedWaste.com](mailto:Mailback@TrilogyMedWaste.com) **PRIOR** to shipping your container to us. Once received, we will review the inventory and contact you when this verification is complete. If required, we will send you a 222 Form, if needed, for your return. You will only receive a 222 Form if you have Schedule II drugs in your inventory.
3. Once you receive your 222 Form, please follow all shipping instructions.
4. Every item should be separated by drug (Name, Strength, and NDC). **No loose pills!** These may be in bags or in its original package.
5. **Every item on this Inventory Transfer form MUST have the Drug Name, NDC, Strength, original amount and/or count on the package, if it is not in original packaging.**
6. If you are a Compounding Pharmacy, you may write the drug name "Compound/ \*Name of Scheduled Drug Used\*" and then use the NDC for the Scheduled drug that was used in the compounded medication on the Inventory Transfer Form.



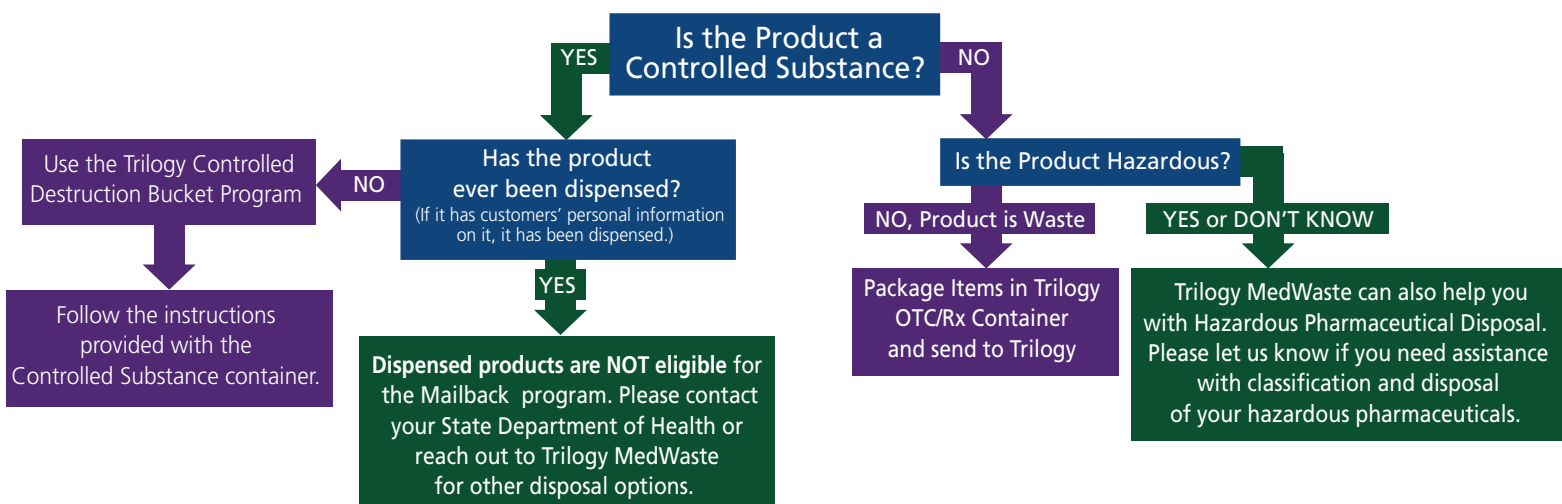
**Example**

Package	Item Name	Strength	NDC	Schedule
150g	Compound/ "schedule drug used"	Strength of Scheduled Drug Used	NDC of Scheduled Drug 12451-6789-12	Schedule

Your container will be inventoried by Trilogy MedWaste Certified Pharmacy Staff Upon Receipt

## Decision Making for Unwanted Pharmaceuticals

Handling, shipping, and disposing of unwanted pharmaceuticals is a complicated process regulated by many different authorities. In order to aid in your decision-making process, we offer the decision tree below:



# Contact Information

## Trilogy Medwaste Southeast Pharmaceutical Department

[Mailback@trilogymedwaste.com](mailto:Mailback@trilogymedwaste.com)

704.503.8138

## DEA

[https://www. DeaDiversion.usdoj.gov](https://www.DeaDiversion.usdoj.gov)

1.800.882.9539

## FedEx

[www. Fedex.com](http://www.Fedex.com)

1.800.463.3339



Healthcare Waste Management Solutions

TrilogyMedWaste.com  
**888 7-MEDWASTE**  
888 763.3927