



## HEALTH PRODUCTS STEWARDSHIP ASSOCIATION COLLECTION LOCATION STANDARDS AGREEMENT

### 1. Introduction

This Collection Location Standards Agreement (“**Agreement**”) applies to the receiving, handling and storage of Consumer Health Product and Medical Sharp waste returned by the Public in \_\_\_\_\_ (Province).

This Agreement is entered into between (1) \_\_\_\_\_ (“**Collection Location**”) and (2) the Health Products Stewardship Association (“**HPSA**”) and is effective as of \_\_\_\_\_ (the “**Effective Date**”).

### 2. Acronyms and Definitions

**Approved Sharp Container:** A hard shell, color-coded, plastic container that is leak and tamper resistant and is labelled with the universal biohazard symbol and is designed to hold needles and other medical devices that contain a Medical Sharp.

**Collection Location:** A Retail Pharmacy that has signed HPSA’s Collection Location Standards Agreement and has been processed by HPSA.

**Consumer Health Product(s):** Health Products sold directly to the public and include prescription drugs, non-prescription drugs and natural health products.

**Customer:** A patron of a Collection Location who returns Consumer Health Product Waste.

**HPSA:** Health Products Stewardship Association.

**Medical Sharp:** a needle, safety engineered needle, lancet, or other instrument designated to puncture the skin for medical purposes and includes anything affixed to the sharp, including a syringe.

**Medical Sharp waste Over-Packing:** Plastic liner and medical sharp waste cardboard box into which Approved Sharp Containers are placed for storage and proper disposal.

**MRP:** Medication Return Program

**MRP Container:** A hard shell plastic container and hard-shell lid with HPSA markings on the outside that is used as a receptacle for the Consumer Health Product waste returned by the Public.

**MRP Waste:** Unused and/or expired Consumer Health Products returned by the Public.

**Public:** Persons who lawfully obtain and possess Consumer Health Products for their own use or for the use of a household member.

**Retail Pharmacy:** A public-facing community pharmacy licensed by the provincial College of Pharmacists, that is accessible to the public with posted business hours.

**SCP:** Sharp Collection Program

**SCP Waste:** Used Medical Sharps returned by the Public.



### 3. Terms and Conditions

#### 3.1. General Conditions

- a) MRP Waste returned by members of the Public is acceptable.
- b) SCP Waste in Approved Sharp Container(s) returned by members of the Public is acceptable.
- c) The Collection Location may refuse to accept MRP Waste or SCP Waste if it poses a health or safety risk to its staff (i.e. medical sharps in a plastic bag or creams or gels in Ziploc).
- d) The Collection Location shall accept MRP Waste and/or SCP Waste whether the member of the Public is a Customer of the Collection Location or not.
- e) The Collection Location will offer the MRP and SCP programs free of charge to members of the Public.
- f) The Collection Location shall operate in accordance with all applicable municipal, provincial and federal regulations.
- g) HPSA shall comply with and operate the MRP and SCP in accordance with all applicable municipal, provincial and federal regulations.

#### 3.2 Public Education

- a) The Collection Location may, at the point of display or point of sale of a Consumer Health Product, prominently display education and awareness information about the MRP program as provided by HPSA.
- b) HPSA shall ensure that any such education and awareness information comply with all applicable municipal, provincial and federal regulations and shall not violate any third-party interests (including but not limited to their intellectual property rights).
- c) The Collection Location's pharmacy owner, pharmacists or pharmacy technicians may, at their discretion, educate members of the Public about returning MRP Waste and SCP Waste to the Collection Location.

#### 3.3 Unused and/or Expired Consumer Health Products – Collection

- a) All solid dosage MRP Waste shall be placed into the MRP Container.
- b) The Collection Location shall attempt to recycle as much of the MRP Waste's primary and secondary packaging as possible.
- c) Liquid medications, gels and powders should be placed directly into the Collection Container in their primary packaging.
- d) No free liquid or powder shall be placed in the MRP Container.
- e) No SCP Waste shall be placed in the MRP Container.

#### 3.4 Unused and/or Expired Consumer Health Products – Storage

- a) The MRP Container lid must be securely closed when it is full and ready for pick up.
- b) Applying firm pressure to the lid will cause it to close and zip ties are then used to lock it for storage, pick up and transportation.
- c) The weight of a full MRP Container shall not exceed 23 kg.
- d) Narcotics and controlled drugs and substances returned by the Public should be managed according to the requirements of applicable Health Canada regulations and policy.



- e) MRP containers are to be stored at all times in the dispensary where access is controlled and restricted to trained pharmacy employees only.

### 3.5 Used Medical Sharps– Collection

- a) The Collection Site shall only accept Medical Sharps that are returned by the Public in an Approved Sharps Container.
- b) Members of the Public attempting to return Medical Sharps in a non-conforming container shall be provided with an HPSA Approved Sharps Container and instructed to transfer the Medical Sharps from the non-conforming container to the HPSA container and then return it to the Collection Location.
- c) Staff at the Collection Location shall inspect each Approved Sharps Container to ensure the lid is in a closed and locked position

### 3.6 Used Medical Sharps– Storage

- a) Approved Medical Sharp Containers are to be stored at all times in the dispensary where access is controlled and restricted to trained pharmacy employees only.
- b) Staff at the Collection Location shall place the Approved Sharp Containers in a Medical Waste Over-Packing provided by HPSA.
- c) Once the Medical Waste Over-Packing is full, the plastic liner must be securely tied and the Medical Waste Over-Packing closed and secured.
- d) The weight of each full Medical Waste Over-Packing should not exceed 20 kgs.

### 3.7 Unacceptable Waste

The following wastes are not acceptable:

- a) Medical waste other than SCP Waste.
- b) Consumer Health Products Waste generated by the business of the pharmacy (e.g.: short dated, expired, recalled, withdrawn pharmaceuticals and expired seasonal medications from the dispensary).
- c) Pharmaceutical waste from hospitals, methadone clinics, long term care facilities and nursing homes.
- d) Expired pharmaceutical samples from a dentist or doctor's office.
- e) Veterinary pharmaceutical waste from agricultural/commercial operations.
- f) Mercury thermometers or any other items containing mercury.
- g) Aerosol containers (except used inhalers).
- h) Flu and immunization shots administered on site.

### 3.8 Training and Record Keeping

- a) Staff at the Collection Location shall receive annual training on the terms and conditions of this Agreement including the proper collection, handling and storage of MRP Waste and SCP Waste.
- b) The Collection Location shall keep one copy of the signed Agreement on file along with any other relevant documentation provided by HPSA and provide HPSA with a signed copy of page 5 titled "HPSA COLLECTION LOCATION AGREEMENT – FORM.
- c) The Collection Location will inform HPSA in writing of any change in its operations that could affect its status as a Collection Location.



- d) The Collection Location shall keep any shipping document associated with the transportation of Consumer Health Product Waste and/or Medical Sharp Waste on file for 2 years.
- e) The Collection Location will attempt to make any reasonable shipping documentation available on file with the Collection Location and not otherwise available to HPSA upon 30 day's advance written request.

### 3.9 Others

- a) The Collection Location may terminate this Agreement at any time by issuing HPSA with no less than 14 (fourteen) days' notice to that effect.
- b) HPSA shall indemnify the Collection Location against all and any loss they may suffer as a result of their participation in the MRP and/or SCP, this Agreement and/or HPSA's breach, non-compliance or default of its obligations under this Agreement.
- c) HPSA may terminate this Agreement at any time by issuing the Collection Location with no less than 14 (fourteen) days' notice to that effect.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

#### Health Products Stewardship Association

Per: \_\_\_\_\_

Name:

Title:

I have the authority to bind the Corporation

\_\_\_\_\_

**(Retail Pharmacy)**

Per: \_\_\_\_\_

Name:

Title:

I have the authority to bind the Corporation



## HPSA COLLECTION LOCATION STANDARDS AGREEMENT - FORM

I UNDERSTAND THE ABOVE TERMS AND CONDITIONS AND AGREE TO FOLLOW THEM IN AN EFFORT TO PROTECT RETAIL PHARMACY STAFF AND THE PUBLIC. I CERTIFY THAT TO MY KNOWLEDGE THE MATERIAL COLLECTED AT THE RETAIL PHARMACY IS COMPRISED OF ONLY MRP AND/OR SCP WASTE AS DEFINED IN SECTION 2 OF THIS AGREEMENT AND DOES NOT INCLUDE ANY HAZARDOUS WASTE OR OTHER WASTE MATERIAL.

\_\_\_\_\_  
*Licensed Pharmacist*

\_\_\_\_\_  
*Signature*

*Pharmacy Name:* \_\_\_\_\_

*Pharmacy Banner/Chain (e.g. Shoppers, Rexall, Independent):* \_\_\_\_\_

*College of Pharmacists PHARMACY Permit/Accreditation Number:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_ *Fax Number:* \_\_\_\_\_

*Street Address:* \_\_\_\_\_

*Unit/PO Box/RR#:* \_\_\_\_\_

*City:* \_\_\_\_\_ *Province:* \_\_\_\_\_

*Postal Code:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*Alternate Email:* \_\_\_\_\_

*Date:* \_\_\_\_\_

PLEASE SIGN AND RETURN THIS PAGE BY FAX TO HEALTH PRODUCTS STEWARDSHIP ASSOCIATION AT  
**1-613-722-1626 / 1-855-228-2099**, OR EMAIL A COPY TO [admin@healthsteward.ca](mailto:admin@healthsteward.ca).

THE ORIGINAL COPY OF THE ENTIRE AGREEMENT MUST BE KEPT ON FILE AT THE  
PHARMACY.