Opioid Recovery and Medication Take-Back Event Management Guide

An organizational and planning resource for hosting a successful event

DISCLAIMER: This document is not intended to take place of local, state or federal laws or guidelines. This is a general guide to assist in the planning and management of an event. Although the information contained in this publication has been researched and presented with care and attention, we do not accept responsibility for any errors or omissions that may have occurred within this publication. Information in this guide will be subject to change. For up-to-date and further information refer to website https://medicine.umich.edu/dept/pain-research/pain-medication-take-back-program/organizing-opioid-take-back-event

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Introduction

The Take-Back Management Guide has been designed to assist your community in successfully organizing and running an Opioid Recovery and Medication Take-Back Event. This Guide highlights many key issues to consider when organizing your event.

We are available to provide guidance and direction to help ensure that the event meets all requirements and is run safely and successfully. It remains, however, the Event Organizer’s responsibility to seek additional information where required and to ensure that all approvals have been obtained.

Refer to our website at https://medicine.umich.edu/dept/pain-research/pain-medication-take-back-program/organizing-opioid-take-back-event for a PDF version of this document along with document attachments and information sheets you may need to reference when planning your event.

Contact Michigan-OPEN with any questions:

Kristin Bennett
734-998-0455
krisbenn@med.umich.edu or MichiganOPEN@umich.edu
1.0 Getting Started

An Event Notification Form should be completed preferably 6 months prior to the event to ensure sufficient time is allowed for the approval process.

The Event Notification Form notifies Michigan-OPEN of your intent to hold an event and sets in motion the process by which our liaison connects with you and your local law enforcement agency regarding necessary requirements and approvals for confirming location and law enforcement availability the day of event.

A flow chart is provided of the event process. An Event Action Plan Guide is also included to provide a timeline guide of the event planning process.
### 1.1 Event Notification Form

This form notifies Michigan-OPEN of your intent to host an event. Please submit at your earliest opportunity, preferably 6 months prior. The project manager will contact you regarding the necessary requirements.

#### Contact Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization name</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Faculty Contact name</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Primary Contact/take-back event organizer</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

#### Event Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you already gained approval through your organization to host the event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you previously hosted a take-back event?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Comments

Please return completed form to:

Kristin Bennett

krisbenn@med.umich.edu

Questions? Please email or call 734-998-0455
1.2 Event Organization Process Flow Chart

Sequence of planning and managing the event

IDEA of hosting a take-back event

FEASIBILITY decision making HOST or NOT HOST

EVENT PLANNING & PREPARATION
- Appoint Faculty Lead
- Appoint Event Organizer
- Event Organizer
  - Review budget
  - Review tasks and responsibilities
  - Identifies if assistance is needed and who will assist

NOTIFICATION to Michigan-OPEN
- Submit Event Notification Form
- Take-Back Manager to notify of any issues regarding feasibility of event

COORDINATION Advertising, promoting, recruiting volunteers, meetings, purchasing supplies, rental of supplies, task list, monitoring

EVENT

POST EVENT
- Debrief
- Celebration and/or recognition of volunteers and staff

REASSESS FEASIBILITY decision making HOST or NOT HOST

NEXT EVENT
1.3 Budget

Consider potential costs and identify possible funding sources. (Attachment 1-Excel budget-revise to fit your budget)

Financial assistance is available if needed.
1.4 Event Action Plan Guide

The Event Action Plan Guide is a general timeline overview of the take-back event. An Event Checklist, 5.3 Event Check List, is a detailed task list based off of this planning guide.

<table>
<thead>
<tr>
<th>Months Before Event</th>
<th>Weeks Before Event</th>
<th>Event</th>
<th>Weeks After Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>1</td>
<td>1 2</td>
</tr>
</tbody>
</table>

### 2 months before event
- Appoint Faculty Contact
- Appoint Primary Contact/Take-back Event Organizer
- Review Budget
- Establish and confirm partnership with law enforcement agency
- Select and confirm location
- Create advertising plan
- Finalize event layout
- Event site visitation with law enforcement personnel
- Recruit volunteers
- Assign tasks (beverages, balloons,
- Begin promoting event
- Purchase supplies
- Order rental furnishings
- If ordering t-shirts for volunteers, finalize and place order

### 1 month before event
- Continue promoting event
- Print materials for day of event
- Disposal boxes delivered to law enforcement
- Review protocol to address any questions
- Order banners, yard signs, posters, etc
- Prep for volunteer meeting
- Laminate instructions for workstations
1.4 Event Action Plan Guide - continued

**2-3 weeks before event**
- Increase advertising and promoting of event
- Check and make sure supplies were all delivered
- Check rental agreements
- Procedures for trash and recyclable items

**1 week before event**
- Host volunteer meeting
- Order food and beverages for day of event
- Confirm hours at recycle location
- Plan how items will get to the take-back location
- Distribute handouts of event

**Day of event**
- Have event team arrive early with items they were to pick-up
- Meet rental company early for set-up
- Host volunteer meeting before event begins
- Recycle and trash

**1-2 weeks following event**
- Mail surveys to Michigan-OPEN
- Hold debriefing meeting with staff to evaluate
- Wash items that came in contact with medications
- Sort through signs and posters for items to toss/keep for next event
2.0 Identifying Team: Roles & Responsibilities

2.1 Law Enforcement

- Because controlled substances will be collected, at least one law enforcement officer must be present at the collection site. We recommend, however, the presence of at two officers.

- Establishing a relationship with the local law enforcement is top priority in hosting a take back event

- Law enforcement presence is necessary at your event because of the controlled substances being collected. A controlled substance is legally defined as “a drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.”

- Without law enforcement present, the event cannot be held. The Federal Drug Enforcement Agency (DEA) has established guidelines for law enforcement involvement at take-back events: [http://www.deadiversion.usdoj.gov/drug_disposal/index.html](http://www.deadiversion.usdoj.gov/drug_disposal/index.html)
  - An armed law enforcement officer must be present at all times and must maintain custody of the collected medications until the DEA picks up the medication or the law enforcement officer transports the medication to a DEA-specified drop-off site.
  - Chain of custody must be followed to ensure that medication is properly disposed of.

- Guidelines are written in a policy to be agreed upon and approved by someone in both the law enforcement agency and the hospital/whomever is hosting the event establishments. Attachment 2

- Provide security throughout event.
  - One officer must be positioned at the drug disposal box at all times. It is essential that they have visual contact with the drop box at all times and watch as individuals deposit their medications

- Law enforcement will have possession and are responsible for all medications once deposited into drop box. Medications must stay in sole physical possession of law enforcement.

- Law enforcement officers transport the box/medications from the drop-off site to the agencies evidence storage area.
2.2 Volunteers and staff

- Recommended to gather anywhere between 5-20 volunteers and staff for the day of the event. This varies depending upon anticipated level of participation, size of venue, etc.
- Volunteers are the most important resource community organizations have. The ability of people wanting to get together for the betterment of their community is a valuable resource.
- Recruit and track volunteers 1-2 months prior to event Attachment 3
  - Send email to volunteers confirming availability 1 month prior to event Attachment 4
- To ensure volunteers and staff are familiar with the details and requirements of the event, pre-event training that clarifies roles, responsibilities and procedures is necessary:
  - Send email to volunteers confirming availability
  - Host a short but informal meeting the week prior to event Attachment 5
  - Host a 30 minute meeting the morning of event
  - Provide a ‘Workstation Manual’ for each volunteer the day of event containing important information
- Volunteers are needed to set up the event and also clean-up after the event.
- Most volunteers will count medications at a workstation along with filling out research questionnaires.
- Volunteers can also direct traffic, greet individuals/small talk if there is a wait line, answer questions, etc.
- Educating the volunteers on guidelines and laws pertaining to the event is very important.

2.3 Event Organizer

- An Event Organizer for your event is a must. The organizer will be responsible for the entire process; from working with the law enforcement agency in securing the site to the tent tear down after the event is over.
- Event Organizer responsibilities:
  - Provide adequate signage
  - Liaison to police, other involved organizations and the community
  - Pull together volunteers
  - Responsible for organizing and completing this packet including check list and task lists
3.0 The Venue

3.1 Choice of Location

When deciding on a suitable venue the following needs to be considered:

• Ensure the event is located in a highly visible location
• Easily accessible to the community
• A location that is well-known to your community will encourage participation.
  • Think long term- using the same location for each event will increase participation
• Visibility - A site that is near or incorporated into a location that receives a lot of foot or car traffic is great for publicity and getting your event additional advertising
• Examples of locations:
  • Parking lots of a church, mall, retail center, school
  • Community parks – a pavilion area or parking lot
  • Household hazardous waste disposal facility
  • Police or fire department parking lot
• Consider the location and space to set-up a tent
• Room for vehicles to park
• A safe perimeter around the event approved by the law enforcement
  • Law enforcement officers need to be able to easily secure and control the site for safety.
  • If the event is in a busy area, be sure your event is clearly separate from other events, either by cones, barricades or possibly rope
• Consider how participants will access the event and plan for safe participation
  • Entrances and exits
  • Access to restrooms

3.2 Weather

• Potential weather impacts should be considered.
• Rain and wind- when considering tent walls to keep weather elements out of event area, please note that three walls can trap the wind, lifting tent off the ground
3.3 Site Plan

A site plan is a drawing indicating the ground layout of your event and is essential for event planning and management. Typically event site plans will indicate the site boundaries, street accesses, tent location, etc.

A site plan should be easy to interpret and can be used by staff and volunteers in setting up the event.

When drawing your site plan use a simple format and include surrounding streets and landmarks. Your site plan must be clear and show all important event features.

Consider including the following features:

- All entrances and exits
- Paths used by vehicles
- Paths for pedestrians only
- Car parking for volunteers
- Traffic cone placements for traffic control
- Food and beverage locations
- Seating
- Waste and recycle bins
- Placements of banners, yard signs, balloons

We have provided two different types of site plans:
3.3 Site Plan - continued

Volunteers in this blue shaded area

Police officer at all times

Worksheet

Food and supply table

Trash

Recycle

Research Questionnaires and

Completion drop box

Community pattern turning in medication in this area

Tent area

Area from entrance block vehicles perimeter to cones around
4.0 Event Promotion and Advertising

4.1 Advertising

Creative thinking to reach the broad targeted audience, your community, takes planning to successfully promote a take-back event.

4.2 Partners

- Track your advertising on the attached database Attachment 6 or 7
- City and community leadership and government
- Local businesses
- Private and public school districts
- Hospice
- Pharmacies
- Libraries
- Dentist offices
- Hospital/Healthcare facilities including clinic and doctor offices
- Environmental groups also can provide input regarding local regulations and recommendations for safe medication disposal
- University department leaders

4.3 Promoting Ideas

- Social media
  - Facebook- (create an event and send to volunteers and co-workers to forward out); Can also pay $25-50 for Facebook promotional assistance
  - Calendars located on newspaper and community websites
  - Twitter
- Radio/Newspaper spots
- fliers – whole page or possibly a ¼ page hand-out to cut costs Attachment 8- Saved as a PDF, created in Illustrator. We can create your banners with correct logos, etc., if assistance is needed
  - Advertise event – date, who you are and why we are hosting event
  - Educational material or website address
  - Reference contact information and local take-back sites
- Media and Communications Department
- E-Mail blasts
  - Contact the Superintendent or principal of each school district requesting email blasts to parents
  - Connect with state, county and local law enforcement agencies to request advertising through their pixle or community email blast accounts
4.4 Banners/Signage

- Clear and strategically placed signage the day of event will assist in advertising the event and coordinating traffic and parking.
- Make sure prior to event that approval has been received to promote with banners, yard signs, etc.
- Make sure to either document or remember where signage is used to ensure all are collected at conclusion of event
  - **Banners** – place at least one banner in the front of the tent or a high traffic area. *Attachment 9* - Saved as a PDF, created in Illustrator. *We can create your banners with correct logos, etc., if assistance is needed*
  - **Yard signs** – place at entrances to event *Attachment 10* - Saved as a PDF, created in Illustrator. *We can create your banners with correct logos, etc., if assistance is needed*
5.0 Event Planning

5.1 Why Host an Event

Managing unused, unwanted and expired medications is a safety as well as an environmental concern. Safety and accidental poisoning concerns for smaller children and family pets are on the rise, however, headlines across the nation are focusing on two distinct areas of concern: the rise of teen abuse of prescription medications and the contamination of drinking water supplies with pharmaceuticals.

Community Members, especially parents of teenagers, need a safe and consistent means of disposing of unwanted medications. According to the Monitoring the Future Survey conducted by the National Institute on Drug Abuse (NIDA), most of teens reporting use of medications say that they obtained them from friends or family members, with one-fifth to one-quarter reporting taking them without permission. Parents and caregivers need to understand the importance of safeguarding and proper disposal of their medications.

Traditionally, we were told to flush unwanted medications down the drain or toilet rather than keeping them in the home. Although effective in preventing medication from potentially being misused, flushing creates a new and growing problem in the environment. Antibiotics and other medications in a septic system can destroy beneficial bacteria necessary for the system to operate. Wastewater treatment plants are not designed to remove or process many compounds found in medications that end up being discharged into our surface and ground water.

National attention is growing and more appropriate methods of safely disposing of unwanted medications are in the works but until then, hosting an Opioid Recovery and Medication Take-Back Event in your community is key to our communities wellbeing.

5.2 Project Management

A well managed and safe event evolves through a process of careful planning. Given the complexity of event organization, it is vital to maintain good records of planning, implementation and evaluation.

Good project management is the key to a well organized event. The basic steps in project management include:

- Identifying the scope of work to be completed
- Breaking the scope of work down into general areas of activity
- Listing the tasks to be completed for each area of activity in the form of a checklist that can be marked off as completed for each task achieved
- Allocating staff or volunteers and resources to each area of activity
- Organizing the tasks for each area into a chronological schedule
- Creating a timeline guide (Event Action Plan) that provides an overview of work tasks and timeframes
- Applying the above tools to the planning and implementation of the event
5.3 Event Check List

The Event Check List, a detailed list based off of the Event Action Plan Guide located in Part 1, highlights the main actions to be performed during the event planning process.

### 2 months before event

- Appoint Faculty Contact
- Appoint Primary Contact/Take-back Event Organizer
- Review/revise budget
- Establish and confirm partnership with law enforcement agency
  
  1. Identifying the correct division or person within a larger agency can be challenging. We recommend contacting officers involved in community prevention programs or the narcotics division.
  
  2. Obtain a signed policy from the appointed faculty and law enforcement agency
  
  3. Ask and confirm they can bring construction cones
  
  4. Confirm times, location and how many officers

- Begin organizing your advertising plan
- Event site visitation with law enforcement personnel. Visit the location to ensure agreement upon the following:
  
  1. Draft an event layout and take with you, modifying where needed
  
  2. Parking for volunteers and customers
  
  3. Flow of incoming and outgoing traffic and include entrances and exits
  
  4. Tent location including where customers will enter
  
  5. Plan the placements of tables, collection box, etc
  
  6. Identify potential obstacles to hosting event in this location
  
  7. Placement of police officers for safety
  
  8. Location of parking cones to ensure ample safety spacing around the event

- Recruit volunteers
  
  1. Organize volunteer telephone numbers, hours they can work, etc.

- Finalize event layout

- Decide which tasks from the Project List you will do and which you will assign

- Begin promoting event

- Purchase supplies from supply list

- Order rental furnishings

- If ordering t-shirts for volunteers, finalize and place order
### 5.3 Event Checklist - continued

#### 1 month before event
- Continue promoting event
- Print materials for day of event
- Law enforcement take possession of disposal box to weigh and properly secure the box
- Review protocol to address any questions
- Order banners, yard signs, posters, etc
- Prep for volunteer meeting
  - 1. Review procedures and safety guidelines
  - 2. Review workstation guidelines and flow of the day
- Send reminder email to volunteers confirming their availability

#### 2-3 weeks before event
- Increase advertising and promoting of event
- Check and make sure supplies were all delivered
- Check rental agreements
- Continue working tasks on project list and event check list

#### 1 week before event
- Host volunteer meeting and distribute t-shirts or review what to wear
- Finalize project list and event check list
- Confirm hours at recycle location
- Plan how items will get to and from the take-back location

#### day of event
- See Part 6.0, Day of Event

#### 1-2 weeks following event
- See Part 7.0, Follow-up After Event
5.4 Project List

Projects and Assignments for the event organizer to complete or delegate

Create signage for corrugated trash receptacles and lids (trash, recycle, recycle for medication pill bottle lids, medication drop box). Attachment 11

Every city’s recycling program is a bit different, so you will need to check with your program for specific guidelines

Assigned to: ___________________________________

____ Contact recycle program for community guidelines
____ Print signage- Recycle box (paper, water bottles, pill bottles)
____ Print signage- Recycle box (lids from medication bottles)
____ Print signage- Non-recycled trash
____ Assemble receptacles and lids and tape signs to boxes, see picture inset to the right. Can laminate if rain is a possibility for the day

Signage for Survey Questionnaire box

Assigned to: ___________________________________

____ Make sign for survey/questionnaire box- Attachment 12

Order/pick-up breakfast items

Assigned to: ___________________________________

____ Donuts, coffee, napkins for morning of event
____ If a fall event, could also order cider and/or hot chocolate
____ Prepay whenever possible

Ice, water and water cooler

Assigned to: ___________________________________

____ Bring ice, water and water to event
5.4 Project List - continued

Projects and Assignments for the event organizer to complete or delegate

Order lunch (delivery)

Assigned to: ___________________________________

Pizza, Jimmy John’s, etc. something to eat in the afternoon

Balloons

Assigned to: ___________________________________

_____ Order/pick-up 1-2 dozen balloons to attract attention to your site and to also look festive. Can tie a few to the tent or to yard signs at entrance to event or signs placed on side of the roads

T-shirts for volunteers

Assigned to: ___________________________________

_____ Volunteers should be easily identifiable and t-shirts are an affordable option. Order t-shirts for the day of event. Can either distribute the day of event or days prior/at meeting the week prior

Laminate instructions/list of opioids for workstations

Assigned to: ___________________________________

_____ Print and laminate a set of handouts for each workstation plus a few extras

Attachment 13 includes—

- quick review/overview of what to do and what is/is not accepted (2-pages)
- List of opioids used for research questionnaire (2-pages)
- Workstation set-up (1-page)

Make copies of the research questionnaires

Assigned to: ___________________________________

_____ Print and staple copies together, better to have too many than not enough

Attachment 14
5.4 Project List - continued

Projects and Assignments for the event organizer to complete or delegate

Handouts for the event

Assigned to: ___________________________________

___ State guidelines for household drug disposal- Attachment 15
  http://www.michigan.gov/documents/deq/deq-oecwaste-mha-
  Medication_Disposal_Tool_Final_537793_7.pdf

___ Any local information to distribute

___ Provide a 2-sided, ¼ sheet handout- Attachment 8
  Side 1- lists your contact information and also that of Michigan-OPEN
  Side 2- local community drop off locations

Volunteers to distribute fliers the week or two before event

 Assigned to: ___________________________________
 Assigned to: ___________________________________
 Assigned to: ___________________________________
 Assigned to: ___________________________________

Recycle location/trash drop-off - Confirm hours and assign 1-2 people to drop off trash
 and recyclables at the end of event

 Assigned to: ___________________________________

Order banners, yard signs, table poster (details in section 4.4)

 Assigned to: ___________________________________
   ___ confirmed number of banners to print and ordered
   ___ confirmed number of yard signs to print and ordered
   ___ confirmed number of table posters and ordered
5.5 Supplies

Miscellaneous supplies to purchase, review pricing 5.4 Budget

___ 1- Plastic bin/box with lid for completed research questionnaires
___ 7- Plastic table clothes, colored theme, we use yellow (Party City)
___ 24- balloons (Party City)
___ Disposable all-purpose gloves (OfficeMax box of 100)
___ 8- King sized black Sharpies (OfficeMax box of 12)
___ 4- clear bowls for candy (Party City)
___ Assorted party candy mix
___ 45 gallon trash bags, have extra on hand
___ 9- Staplers
___ Clear shipping or heavy duty packing tape for yard/road sign posters, table clothes if a windy day, etc. (OfficeMax)
___ 3- Scissors for cutting zip ties/rope for banners, etc. (OfficeMax)
___ 8” zip ties and/or rope for tying banners and misc. (Amazon 100 pack)
___ 12- Clipboards for research questionnaire, enough for each person/workstation
___ Ink pens (Value pack of 60, OfficeMax)
___ 6- Purell sanitizing wipes for hands
___ 6- Lysol disinfectant wipes
___ 6- Gel hand sanitizer
___ 6- Rolls of paper towels
___ 1-2 tabletop easel (OfficeMax)
___ Parking cones (ask the police department if they can bring these)
___ Laminating pouch/sleeves
___ Medical tongue depressor for pill counting (OfficeMax box of 500)
___ 8- 18 x 11 clear plastic platter trays (Party City SKU 247440)
___ 12- loose leaf book rings for workstation instruction sheets (OfficeMax pack of 30)
___ 5- Corrugated Trash Receptacles and Lids with hole
   (1-recycling; 1-non-recycled trash; 1-recycle lids of medicine bottles; 2- medications collected)
   Uline (40 Gallon receptacles 18x18x30- Model N S-11855B)
   Uline (Lids sold separately- Model S-13937)
5.5 Supplies- continued

Rental Supplies
___ 1- 20 x 30 tent
___ 12- folding chairs
___ 7- 6ft banquet tables
___ 2-3 canopy sides, depending on weather forecast

5.6 Research

We voluntarily collect information when medication is returned; it is anonymous and no form of personal identification is asked. Attachment 14
6.0 Day of Event

6.1 Site Manager Clipboard

It is a good idea to ensure you have ready access to all important event documentation of the day of the event. This might include:

- List of volunteers including the cell number, hours they are working
- Contact information for rental company
- Copies of all contracts
- Traffic management plan
- Crowd management plan
- Site plan
- A few extra workstation packets
- Signed law enforcement policy

6.2 Check-list for day of event

- **2 hours prior to event**: with a few of the volunteers hang up banners, signs, balloons, etc.
- **2 hours prior to event**: Have equipment rental company deliver and set-up tent, tables, etc.
- **1.5 hours prior to event**:
  - set-up workstations
  - Have 2-3 people placing yard signs at entrances and possibly around closest intersections (have them take signs and packaging tape)
  - Have 2-3 few people go out and hang up banners, along with one on the tent (have them take zip ties)
  - Arrange trash and recycle bins and line with trash bags (1-trash; 1-recycle; 1-medicine bottle lid recycle)
  - Tape tablecloths to tables
  - Have a few people hang up banners
  - Any fliers/handouts handy with local drop off locations along with website address
- **1 hour prior to event**:
  - have a short briefing with volunteers led by law enforcement agent and event leader
6.3 Workstation Set-Up

Workstations are where the bulk of volunteers will be needed. 1-2 people are stationed at each location workstation. Number of workstations will vary depending on how many volunteers you have.

Each workstation will have the following:

- 1- **18x11 clear tray** to count medication
- 1- **black sharpie** to conceal personal information on medicine bottles
- 1- **stapler** if multiple questionnaire forms are needed for one person
- 1- **spatula** to assist with counting pills
- 1- **ink pen** for filling out research questionnaire
- 1- **clipboard** with research questionnaires
- 1- **laminated workstation info/review pack** includes:
  - Quick review of medication drop off procedures
  - List of medications needed for an estimated research count
  - List of what is and is not accepted
  - Diagram of workstation area and supplies

Items shared on table with other workstation:

- 1- gel hand sanitizer
- 1- hand cleaning wipes
- 1- Lysol sanitizing wipes
- 1- box of disposable plastic gloves
- 1- roll of paper towels
- **Handouts**
  - ¼ page flier with website links, contact information local disposal of sharps information and local medication take-back sites
6.3 Workstation Set-Up-

**Extra supplies close by**
- Wipes
- Towels
- Paper
- Disposable gloves
- Hand sanitizer
- Ink pen
- Stapler
- Clipboard with a stack of questionsnaires
- Research stack of opioid list on sheet with a quick review

Many pills are being dropped off. 2-3 people can work each station depending on how many volunteers you have and how

**Workstation**

18x22 clear tray to count medication
6.4 End of Event

**Law enforcement**
- ____ Weigh the medications and send information to krisbenn@med.umich.edu
- ____ Follow protocol for disposing of medications collected

**Rental equipment company**
- ____ Rental company will arrive and take down the tent, tables, etc.

**Clean-up**
- ____ Make sure the area is clean and tidy before leaving

**Recycle and trash**
- ____ Take trash and recyclables to appropriate venues (from task list)
7.0 Follow-up After Event

7.1 Week after event

_____ Mail or/scan questionnaires to Michigan-OPEN:

Kristin Bennett
krisbenn@med.umich.edu
University of Michigan
325 E. Eisenhower Parkway, Suite 310
Ann Arbor, MI 48109

_____ Wash all items that came in contact with medications from event

_____ Sort through signs and posters and dispose of items that cannot be used again

_____ Debrief meeting or through email- evaluate and assess for next event

_____ Follow-up with newspaper, radio, Facebook, emails, etc., with results from your event