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The United States is currently experiencing an epidemic of prescription drug misuse and abuse. 12.5 million people age 12 and older misused opioids (pain medications) in the past year. Since 1999, overdose deaths involving prescription opioids have quadrupled. Every day, 91 Americans die from an opioid-related overdose – that is more than the number of people killed in car accidents or by guns.

Opioids relieve pain by affecting how your brain and central nervous system process painful stimuli and are often prescribed during episodes of acute pain, such as after surgery, trauma, or dental procedure. However, a recent study found that approximately 70% of the opioids prescribed for surgery go unused, making them vulnerable to diversion and misuse.

To turn the tide on the opioid epidemic, we need to prevent opioid abuse before it starts. Increasing safe and convenient opportunities for community members to dispose of their unused and leftover medications is essential. Approved opioid collectors, primarily pharmacies and law enforcement agencies, and special take-back events are the safest and most environmentally-friendly means of disposing unneeded medications. A recent study found most of the teens reporting use of prescription medications obtained them from friends or family members, with one-fifth to one-quarter reporting taking them without permission. Leftover opioids also pose a poison risk to young children. Every 10 minutes a child visits the emergency room for medication poisoning.

The University of Michigan has held five previous events in Ann Arbor, with the last event being held on May 20, 2017, expanding to communities in Saginaw, Traverse City, Escanaba, Jackson, and Pontiac. We assisted 552 families safely remove a total of 422 pounds of medication, including approximately 15,600 opioids from their homes while also educating and raising awareness to community concerns.

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/organize-opioid-take-back-event> for a PDF version of this document along with advertising templates and information sheets you may need to reference when planning your event.

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1.0 Getting Started

We currently organize bi-annual events, one in the spring and one in the fall. Since we recommend advertising through the school districts we schedule the two events to correspond with the school year calendar.

To properly prepare and advertise for your event, please complete the Event Notification Form, preferably by:

August 11, 2017 for the September 30, 2017 Take-Back Event

The Event Notification Form notifies us 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.

How can Michigan OPEN help?

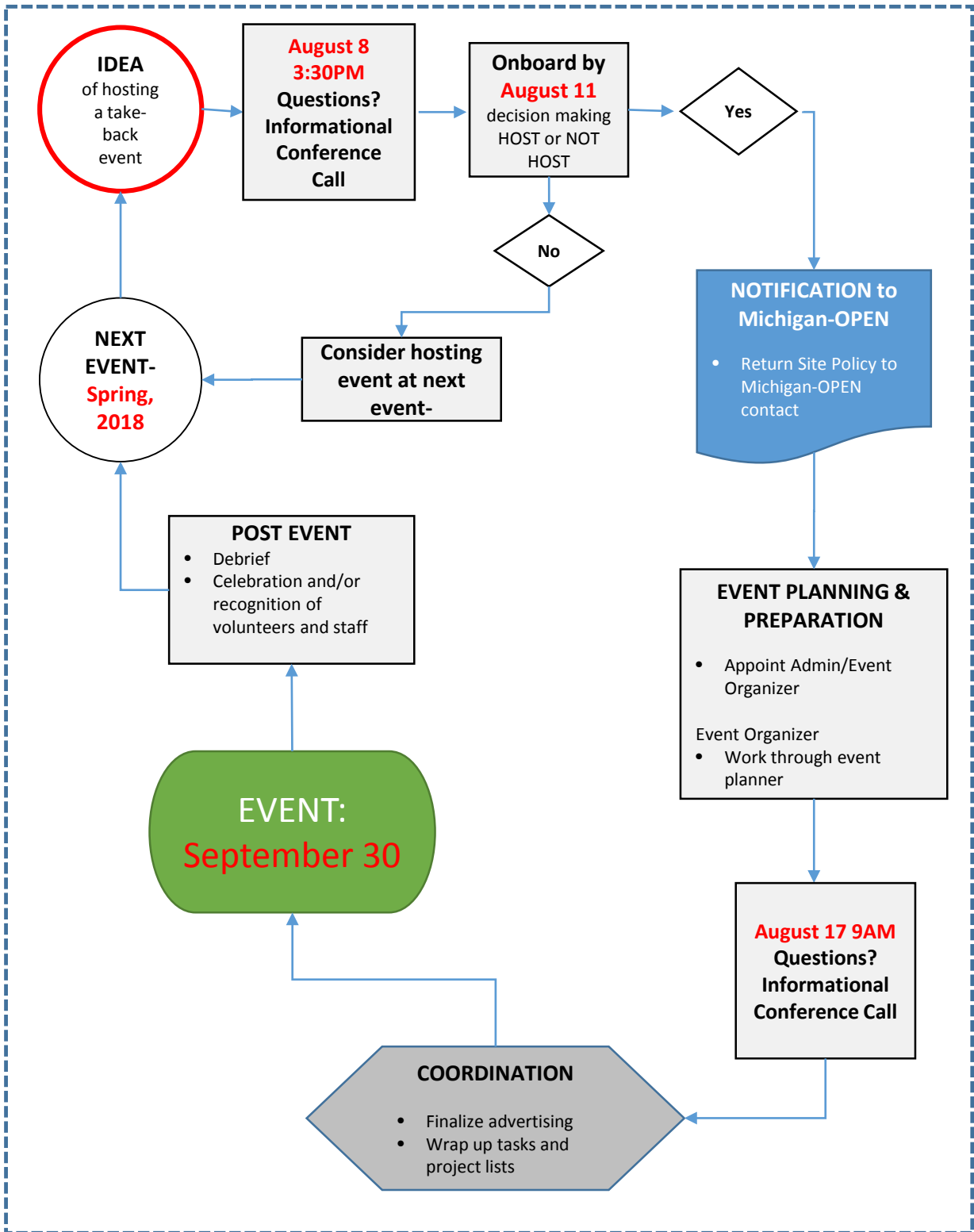
- Conference calls to troubleshoot
- Statewide advertising campaign
- Templates for marketing the event in your community
- Advertising ideas
- Obtaining law enforcement buy-in for the event

How to obtain event support in your organization

- Marketing department
- Community Relations department

1.1 Event Organization Process Flow Chart

Sequence of planning and managing the event



1.2 Budget

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

- Financial assistance is available. **Please notify us by August 11 if funding is needed.**

Opioid Recovery and Medication Take-Back Event

	Estimated	Actual	Over/Under
Hosting site's first event	\$1,806.50	\$0.00	▲
OPTIONAL hosting site expenses		\$1,275.00	

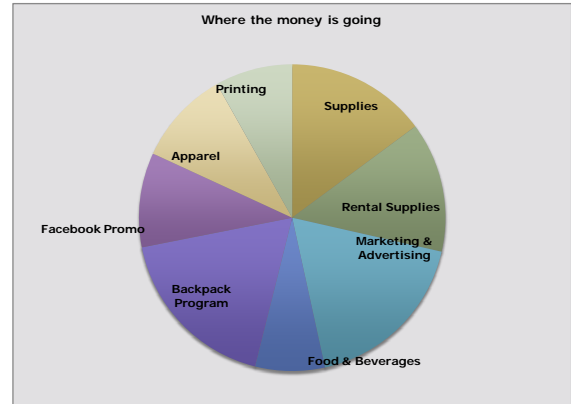
	Estimated	Actual	Over/Under
Supplies (pricing is based on 8+ workstations, can purchase smaller amounts - a lot of these purchases can be used for future events as well)			
7- Plastic table clothes (Party City)	\$15.00	\$15.00	▲
24- Balloons (Party City)	\$40.00	\$40.00	▲
5- Blank receptacles (ULINE- S11855B)	\$45.00	\$45.00	▲
5- Corrugated Receptacle Lid w/hole (ULINE-S13937)	\$12.50	\$12.50	▲
6- Rolls paper towels	\$14.00	\$14.00	▲
6- Purell sanitizing wipes for hands	\$30.00	\$30.00	▲
6- Gel hand sanitizer	\$36.00	\$36.00	▲
6- Lysol disinfectant wipes	\$40.00	\$40.00	▲
8- 18x11 clear plastic platter (Party City- SKU 257440)	\$50.00	\$50.00	▲
8- King size black sharpies (this is based off a box of 12)	\$18.00	\$18.00	▲
9- Staplers	\$27.00	\$27.00	▲
4- clear bowls for candy (Party City)	\$20.00	\$20.00	▲
Assorted party candy mix	\$5.00	\$5.00	▲
12- clipboards	\$25.00	\$25.00	▲
1- box 45 gal trash bags	\$12.00	\$12.00	▲
Laminating pouch/sleeves	\$30.00	\$30.00	▲
Ink Pens (value pack of 60, OfficeMax)	\$6.00	\$6.00	▲
12- loose leaf book rings (OfficeMax pack of 30)	\$8.00	\$8.00	▲
disposable all purpose gloves OfficeMax pack of 100)	\$10.00	\$10.00	▲
3- Scissors (OfficeMax pack of 3)	\$5.00	\$5.00	▲
1-2 tabletop easel (OfficeMax- \$20 each)	\$40.00	\$40.00	▲
*Medical tongue depressor/pill counter (OfficeMax box of 500)	\$12.00	\$12.00	▲
8- Clear shipping tape w/dispenser (OfficeMax)	\$32.00	\$32.00	▲
8" zip ties (Amazon 100-pack)	\$4.00	\$4.00	▲
Total Supplies	\$536.50	\$536.50	▲

	Estimated	Actual	Over/Under
Advertising			
1- 6x9 Banners w/grommets *we recommend additional banners but can purchase one at each drive and build up collection over time	\$100.00	\$100.00	▲
1- 24x36 Yard signs (#55 heavy matte w/laminating and mounting) - *we recommend approx 5 but can purchase 1-2 at each drive and build up collection over time	\$50.00	\$50.00	▲
1- 16x20 table poster (#55 heavy matte w/laminating and mounting) *we recommend 2 but not necessary	\$30.00	\$30.00	▲
Total Marketing and Advertising	\$180.00	\$180.00	▲

	Estimated	Actual	Over/Under
Printing			
200- questionnaires	\$50.00	\$50.00	▲
200- 3.5x5 info cards to handout at event	\$45.00	\$45.00	▲
1000- 8.5x11 flyers to distribute prior to event	\$150.00	\$150.00	▲
200- 8.5x11 flyers at event of state disposal guidelines	\$50.00	\$50.00	▲
Total Printing	\$295.00	\$295.00	▲

	Estimated	Actual	Over/Under
Marketing			
Facebook promotional	\$100.00	\$100.00	▲
Twitter promotional	\$200.00	\$200.00	▲
Total Facebook/Twitter promo	\$300.00	\$300.00	▲

	Estimated	Actual	Over/Under
Needed for outside event			
Rental Supplies			
7- 6'x30 banquet tables	\$50.00	\$50.00	▲
12- folding chairs	\$15.00	\$15.00	▲
1- 20x30 canopy tent *if hosting outside	\$220.00	\$220.00	▲
2- canopy tent sides for wind *if hosting outside	\$60.00	\$60.00	▲
Labor for tent set-up *if hosting outside	\$150.00	\$150.00	▲
Total Rental Supplies	\$495.00	\$495.00	▲



	Estimated	Actual	Over/Under
OPTIONAL COSTS			
Food and beverages for 25 volunteers			
5- large pizzas and pop	\$150.00	\$150.00	▲
7- doz donuts, coffee and cider water	\$100.00	\$100.00	▲
	\$15.00	\$15.00	▲
Total Food & Beverages	\$265.00	\$265.00	▲

	Estimated	Actual	Over/Under
Marketing - elementary school flyer backpack program			
8250- colored flyers	\$650.00	\$650.00	▲
free delivery and distribution	\$0.00	\$0.00	▲
Total Flyer backpack program	\$650.00	\$650.00	▲

	Estimated	Actual	Over/Under
Apparel			
T-shirts	\$360.00	\$360.00	▲
Total Apparel	\$360.00	\$360.00	▲

2.0 Identifying Team: Roles & Responsibilities

2.1 Law Enforcement

- Establishing a relationship with your local law enforcement is top priority in hosting a take back event
- Because controlled substances will be collected, at least one law enforcement officer must be present at the collection site, however, we recommend the presence of at least two officers. 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
 - 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.
- Guidelines are written in a policy to be agreed upon and approved by someone in both the law enforcement agency and hospital/whomever is hosting the event.
- 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 take possession from customer bringing medications and are responsible for all medications once deposited into drop box. Medications must stay in sole physical possession of law enforcement. Volunteers do not touch or handle any medications.
- Law enforcement officers are responsible for removing medications from the event to the agency's evidence storage area.



2.2 Volunteers and staff

- You can never have too many volunteers and each community will be different. The Ann Arbor event started out with approximately 15 volunteers and now has around 30.
- Volunteers are needed to set up the event and also clean-up after the event.
- Most volunteers will work at the workstations where visitors to the event can pour their medication onto a tray and answer some simple, optional survey questions.
- Volunteers will also direct traffic, greet individuals, answer questions, etc.
- Educating the volunteers on guidelines and laws pertaining to the event is very important.
- Local medical, pharmacy, or nursing students may want to volunteer for the event, if you are in need of additional volunteers.

2.3 Admin/Event Organizer

- An Admin/Event Organizer for your event is a must. 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.
- The organizer will be responsible for organizing, managing, and directing the process.
- Admin/Event Organizer responsibilities:
 - Organize and complete the provided Event Planner's Guide which includes check lists and task lists
 - Liaison to police, other involved organizations, and the community
 - Recruit volunteers
 - Allocate staff or volunteers and resources to tasks

3.0 The Venue

3.1 Choice of Location

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

- Easily accessible to the community
- A location that is well-known to your community
 - 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
- Location and space to set-up a tent, if holding the event outdoors
- 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
- How participants will access the event and plan for safe participation
- Entrances and exits
- Access to restrooms
- 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

3.2 Weather

- If hosting event outdoors, 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



4.0 Event Promotion and Advertising

4.1 Advertising

It takes advance planning to successfully promote a take-back event. Michigan-OPEN will help with some of the promotion efforts.

4.2 Partners

- Your hospital or company's marketing and communications department - ask to promote using their social media:
 - Facebook- (create an event); use \$100 to promote the event to your local community
 - Twitter- use \$200 to promote the event to users in your local community
- City and community leadership
- Local businesses
- Private and public school districts
- Hospice
- Pharmacies
- Libraries
- Dentist offices
- Hospital/Healthcare facilities including clinic and doctor offices
- Environmental groups
- University department leaders

4.3 Promotion Ideas

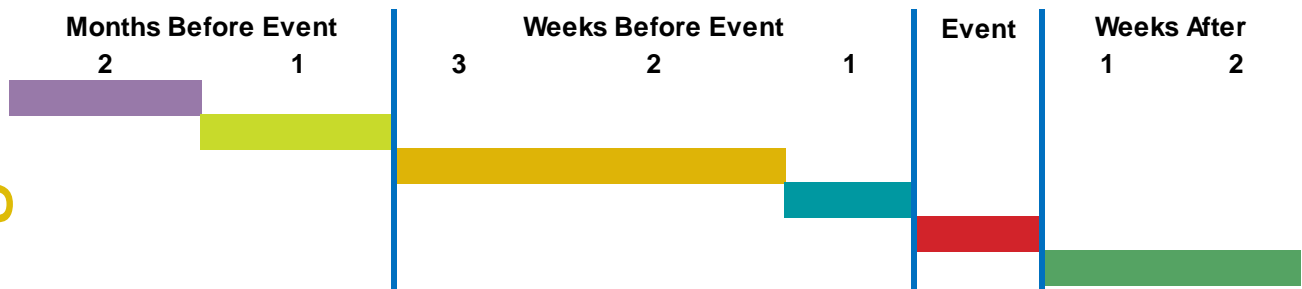
- Track your advertising on the spreadsheet examples **Attachment 2 or 3**
- Calendars located on newspaper and community websites
- Radio spots
- Newspaper stories or ads
- Fliers – whole page or possibly a ½ page hand-out to cut costs **Attachment 4**
- E-Mail blasts
 - Contact the Superintendent or principal of each school district requesting email blasts to parents
 - Connect with state, county and local law enforcement agencies to request advertising through their Nixle or community email blast accounts

4.4 Banners/Signage

- Michigan-OPEN has created templates you can use to create your event signage, including banner and yard signs.
- Clear and strategically placed signage the day of event will assist in advertising the event and coordinating traffic and parking.
- Approval may be needed to promote with banners, yard signs, etc. Please make sure to check your community's regulations/restrictions.
- We recommend documenting where signage is placed 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 5**
 - **Yard signs** – place at entrances to event **Attachment 6**

5.0 Event Planning

The Event Check List highlights the main actions to be preformed during the event planning process



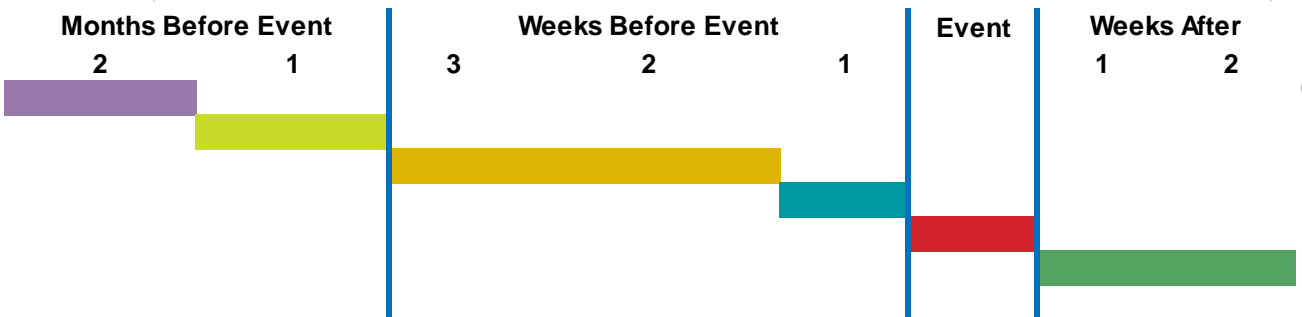
2 months before event

- _____ **Appoint Admin/Event Organizer**
- _____ **Email MichiganOPEN@umich.edu; let them know you plan to participate and provide contact information for the Admin/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 lead contact and law enforcement agency
 - _____ 3. Ask and confirm whether law enforcement can bring construction cones
 - _____ 4. Confirm times, location and the number of officers
- _____ **Organize the 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, if outdoors
 - _____ 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 creating promotion materials for the event**
- _____ **Purchase supplies from supply list**
- _____ **Order rental furnishings**
- _____ **If ordering t-shirts for volunteers, connect with vendor for ordering timeline**

5.1 Event Checklist - *continued*

1 month before event

- _____ Promote event
- _____ Print materials for day of event
- _____ Law enforcement obtains and weighs disposal box
- _____ Review Michigan OPEN protocol to address any questions
- _____ Order banners, yard signs, posters, etc. for day-of event
- _____ 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 promotion for the 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 (recycling of medication bottles, etc)
- _____ 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

5.2 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 7*

Every city's recycling program is a bit different, so you will need to check with your local 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 8*

Order/pick-up breakfast items *optional*

Assigned to: _____

- ___ Donuts, coffee, napkins for morning of event
- ___ If a fall event, could also order cider and/or hot chocolate
- ___ Prepay whenever possible so that individual picking up order is not dealing w/ the payment

Ice, water and cooler

Assigned to: _____

- ___ Bring ice, water and cooler to event

5.2 Project List - *continued*

Projects and Assignments for the event organizer to complete or delegate

Order lunch (delivery) *optional*

Assigned to: _____

Lunch for Volunteers - pizza, sandwiches, etc. We recommend prepaying for your order.

Balloons

Assigned to: _____

Order and 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 to signs placed on side of the roads. We recommend prepaying for your order.

T-shirts for volunteers *optional*

Assigned to: _____

Volunteers should be easily identifiable. Other options to consider are pins, hats, etc. Can either distribute the day of event or in pre-event meetings.

Laminate instructions/list of opioids for workstations

Assigned to: _____

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

Attachment 9 includes–

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

Make copies of the questionnaires

Assigned to: _____

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

Attachment 10a and 10b- see your protocol and agreement form

5.2 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 11**
http://www.michigan.gov/documents/deq/deq-oea-waste-mha-Medication_Disposal_Tool_Final_537793_7.pdf

___ Any local information to distribute

___ Provide a 2-sided, ¼ sheet handout- **Attachment 12**

Side 1- Your contact information

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 order

___ confirmed number of yard signs to print and order

___ confirmed number of table posters and order

5.3 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 (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)

**Needed if medications are counted. See section 5.4*

5.3 Supplies- *continued*

Rental Supplies

- ___ 1- 20 x 30 tent (if outside)
 - _____ 2-3 canopy sides for tent, depending upon the weather forecast
- ___ 12- folding chairs
- ___ 7- 6ft banquet tables

5.4 Questionnaires

We collect optional information when medication is returned; it is anonymous and no form of personal identification is asked.

Please clarify from the Protocol and Agreement form which medication collection option your location will use:

- Option 1: Estimating number of pills being disposed - use Attachment 14A for your take-back event questionnaire -
- Option 2: Not estimating pill count - use Attachment 14B for your take-back event questionnaire

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 their cell number and hours they are working
- _____ Contact information for rental company for tent, tables, chairs, etc.
- _____ 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

- _____ **3 hours prior to event:** Have equipment rental company deliver and set-up tent
- _____ **2 hours prior to event:** Have volunteers hang-up banners, signs, balloons, etc.
 - _____ Have 2-3 people place yard signs at entrances and closest intersections (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)
- _____ **2 hours prior to event:** Have volunteers begin setting-up tables and chairs
- _____ **After tables and chairs have been set-up:**
 - _____ Set-up workstations
 - _____ Arrange trash and recycle bins and line with trash bags (1-trash; 1-recycle; 1-medicine bottle lid recycle)
 - _____ Tape tablecloths to tables
 - _____ Set out fliers with local drop off locations and any other materials you may have
- _____ **1 hour prior to event:**
 - _____ Host a short, informal briefing with volunteers led by law enforcement agent and event leader

6.3 Workstation Set-Up

Workstation set-up will vary slightly depending upon how medications are collected. Please see section 5.4 for clarification.

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 should have the following

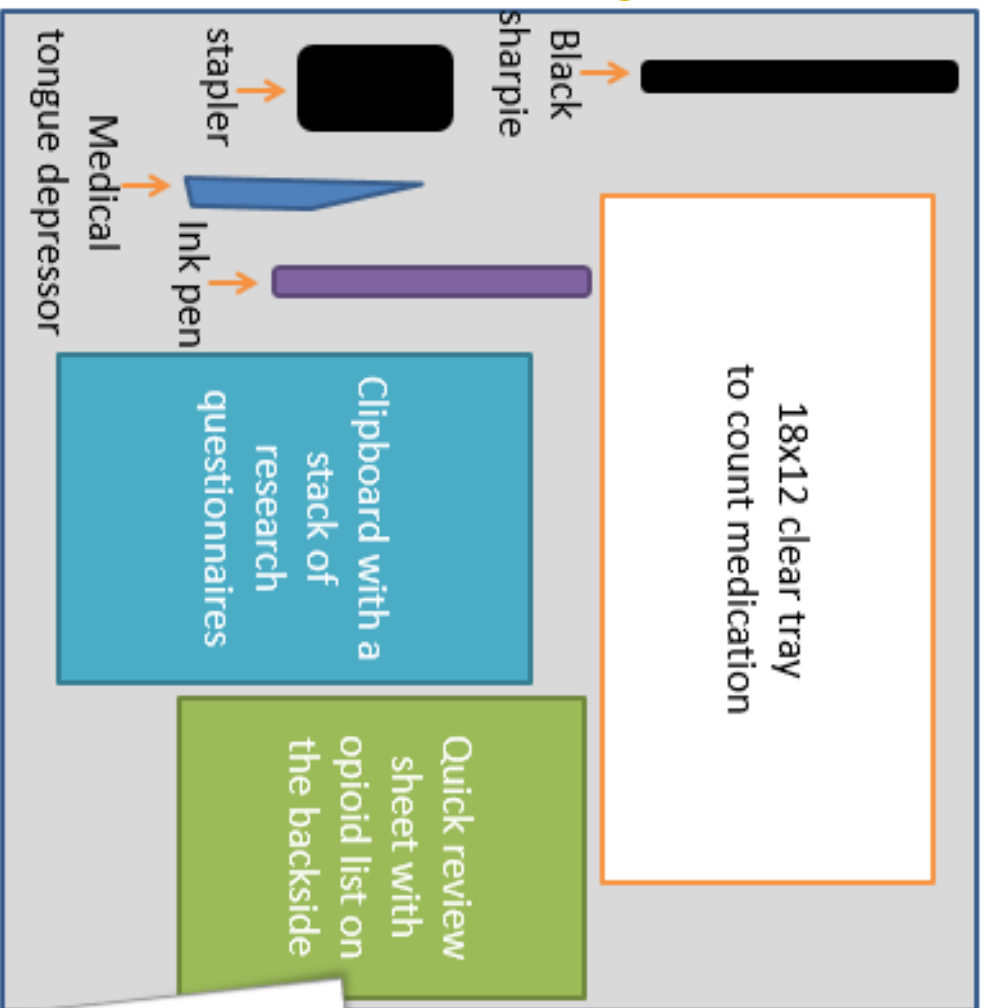
- **1- 18x11 clear tray** to count medication
- **1- black sharpie** to black out personal information on medicine bottles
- **1- stapler** if multiple questionnaire forms are needed for one person *
- **1- medical tongue depressor** to assist with counting pills *
- **1- ink pen** for filling out questionnaire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

Items shared on table with other workstation:

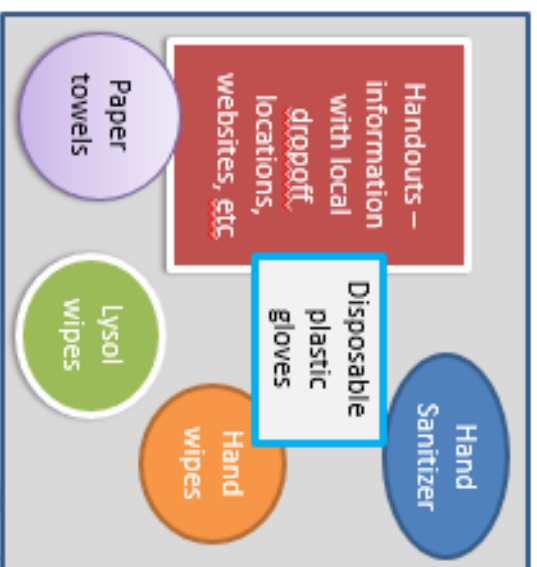
- **1- gel hand sanitizer**
- **1- hand cleaning wipes**
- **1- Lysol sanitizing wipes**
- **1- box of disposable plastic gloves**
- **1- roll of paper towels**
- **Handouts**
 - ¼ page flier with website links, contact information, local disposal of sharps information and local medication take-back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

**Needed if medications are counted. See section 5.5*

Workstation - depending on how many volunteers you have and how many pills are being dropped off, 1-3 people can work each station. *If not counting pills, the medical tongue depressor is not necessary*



Extra supplies close by



6.3 Workstation for Estimating Medications

take back management guide

6.4 End of Event

Law enforcement

- Weigh the medications and send information to Kristin at 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

- ___ Email questionnaires to Kristin at krisbenn@med.umich.edu
- ___ 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 with a meeting or through email; evaluate and assess for next event
- ___ Follow-up with newspaper, radio, Facebook, emails, etc., with results from your event