

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: **STORAGE AND DISPOSAL OF DRUG SAMPLES**

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ANNUAL REVIEW MONTH: April

RESPONSIBLE FOR REVIEW: Chairperson of Pharmacy and Therapeutics  
Committee & Director Pharmaceutical Services

LAST REVISION DATE: April 2008

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**GENERAL**

Prescription drug samples are sometimes distributed by pharmaceutical sales representatives to the physicians as well as non-prescription drugs to other personnel. The purpose of this policy is to standardize the storage and disposal of drug samples in order to minimize the possibility of these samples being acquired by clients or other unauthorized persons. The hospital does not utilize drug samples for clients.

**STORAGE**

Drug samples received by hospital personnel intended for personal use will not be stored in desks, file cabinets, etc., but should be removed on the day of receipt to the person's residence. Care should be taken to insure that drug samples are secure and safe from clients and other persons until removed from the hospital or taken to the Central Pharmacy for disposal.

**DISPOSAL**

Drug samples will not be placed in trash receptacles, or discarded in the regular trash disposal system of the hospital or city. Those drug samples which are not removed to the individual's residence must be turned over to Central Pharmacy for disposal.

**Approved:**

**This policy was approved by the CMO and CEO in May 2008.**