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### DESCRIPTION

This procedure outlines the guidelines for naloxone inventory management for Customer Service Centers (CSC) and Motor Carrier Customer Service Centers (MCSC), and reporting the use of naloxone to agency management and the Virginia Department of Health. This is not a procedure for the use of naloxone, refer to the training materials that were provided.

Naloxone has been provided to all CSC offices and MCSCs as a response to the ongoing opioid epidemic. Naloxone is to be stored in designated easily accessible areas, as determined by CSMA, MCS, and District Management.

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### DEFINITIONS

**Naloxone** – an opioid receptor antagonist and antidote for opioid overdose. Naloxone is specifically used to counteract life threatening depression of the central nervous system and respiratory system. Narcan is a brand name for intranasal naloxone.

**Naloxone Coordinator** – an individual designated by the agency as the point of contact for all issues related to the use of, maintenance of supply of, or issues related to naloxone. The coordinator may be reached via email at [naloxone@dmv.virginia.gov](mailto:naloxone@dmv.virginia.gov)

**Naloxone Station** – a publicly accessible, rapid deployment case that contains two individual doses of naloxone. Each station contains basic instructions for the use of naloxone in an emergency situation and basic personal protection equipment (PPE). The station is to be located in the Automated External Defibrillator (AED) boxes.

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### ORDERING NALOXONE INVENTORY

Naloxone can be ordered from the Electronic Ordering System (EOS). Management must ensure that an adequate and non-expired inventory are on hand at all times. CSCs and MCSCs have received an initial supply, and all offices should have a minimum of 4 doses and a maximum of 6 doses on hand, unless otherwise authorized by either District management or the Naloxone Coordinator. Each order of naloxone will be delivered via overnight shipment.

Each office has also received naloxone stations that are to be placed inside the wall mounted AED boxes. If a naloxone station is damaged or goes missing, contact the Naloxone Coordinator and request a replacement. Refer to Missing/Damaged Inventory.

To order Naloxone:

1. Login to the [Electronic Ordering System](#) (EOS).
2. Select the "Miscellaneous Supplies" menu option and select the "ASA-Narc" and quantity requested.

**NOTE:** At this time, each box or unit of naloxone contains two individual doses and will be shipped with a storage pouch containing PPE.

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### RECEIVING/STORING/MAINTAINING NALOXONE INVENTORY

#### Receiving/Storing Naloxone Inventory

1. Receive naloxone inventory shipment.
2. Ensure that the doses arrive undamaged. Verify the expiration date is in the future, and record the expiration date and quantity received/on-hand in the shared management inventory spreadsheet.

**NOTE:** If the shipment is damaged, notify the Naloxone Coordinator.

3. If existing supply in the naloxone stations is intact, store the additional doses in an easily accessible location within the security closet; otherwise, restock the naloxone stations.

### **Maintaining Naloxone Inventory**

1. Management must on a weekly basis:
  - a. Verify the counts of naloxone on hand (stations and security closet).
  - b. Ensure naloxone doses have not been opened or compromised.
  - c. Report any used or compromised naloxone doses (refer to [Reporting the use of Naloxone](#))

**NOTE:** Management should update the spreadsheet anytime naloxone is used in the office or if a dose(s) goes missing or is compromised.

2. If management notices that a dose(s) is within a month of its expiration date, refer to the Expired Naloxone Inventory section below.

### **Expired Naloxone Inventory**

1. Expired doses should be returned to the Naloxone Coordinator via UPS (HQ Rm. 629 ATTN: Naloxone Coordinator). Management will notify the Naloxone Coordinator via email that the doses have been sent.
2. Update the spreadsheet to indicate that the doses have been returned to the coordinator and refer to [Ordering](#) to ensure an adequate supply on hand.

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### **MISSING/DAMAGED INVENTORY**

In the event that a dose or station goes missing, management is to report the incident to the Law Enforcement Division using the Law Enforcement Action Report ([LE 019](#)), and an Incident Report ([FSPA 80](#)). LED will investigate the incident and coordinate with CSC/MCS management and the Naloxone Coordinator to resolve the issue. Management should refer to Ordering to maintain the supply of naloxone in their office.

Damaged inventory should be reported to the Naloxone Coordinator and notated in the shared spreadsheet. If the inventory was damaged by an employee or customer, complete an [FSPA 80](#) or [LE 019](#) if deemed necessary.

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### **REPORTING THE USE OF NALOXONE**

1. Refer to the training materials that were provided for information on the deployment of naloxone.
2. Upon the conclusion of the incident, management should complete an Incident Report ([FSPA 80](#)) and/or Law Enforcement Action Report ([LE 019](#)) including all relevant information to include the parties involved, doses used, etc.
3. Refer to [Ordering](#) to maintain an adequate supply of naloxone at your location.

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### **RELATED LINKS**

Incident Reporting Guidelines ([LE-1.00](#))

[Quick Reference Guide on Naloxone](#)

[REVIVE! Training Materials](#)

[Naloxone \(Narcan\) Inventory and Reporting Spreadsheet](#) (Management Use Only)

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