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## *Ghar Ghar Maa Swasthya*

Standard Operating Procedures for Expiry  
Management of CRS Commodities,

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### **Background/Context:**

A key part in the management of health commodities is proper disposal of commodities that are no more useable. Commodities become unusable when they cannot be used due to damage or expiry. Such commodities need to be disposed in environmental friendly way.

Being a pioneer in social marketing of Family Planning products in Nepal holding market share of 66% of contraceptive pills and making a condom brand “Dhaal” it promoted almost synonymous with condom; Contraceptive Retail Sales (CRS) has come a long way since its establishment in year 1978. It is now marketing portfolio of 13 FP and MCH products with sales network reaching out to all 75 districts of Nepal. Having this wider reach and distribution channel; it is inevitable for CRS to have some unusable contraceptives in stock due various reasons.

Guidelines on the safe disposal of pharmaceuticals have been developed by WHO ([http://www.who.int/water\\_sanitation\\_health/medicalwaste/unwantpharm.pdf](http://www.who.int/water_sanitation_health/medicalwaste/unwantpharm.pdf)), but there is limited information specific to contraceptive waste disposal and management. Unusable contraceptive waste in case of CRS consists of latex material from condoms, plastic from bodies of IUDs, packaging materials for contraceptives and more importantly, estrogen and progesterone and their derivatives included in hormonal contraceptives (COC pills, Emergency Contraceptives, Implants and injectable).

In 2012, CRS destroyed nearly 2 million male condoms, more than 4000 vials of oral contraceptive pills, over 5000 injectable kits and all associated paper, plastic and metal foil packaging. Health Care Foundation Nepal (HECAF) provided technical assistance disposing these items in safe and environmentally sound manner.

As it is always true with any inventory management system, CRS expects its products to expire. Since CRS disposed a bulk of expired commodities in recent past in environment friendly way; it is anticipated that the volume of expired commodities will be much lower in days to come.

#### **1. Rational/Scope**

Traditionally, health commodities were disposed either by burning, burying or sending to municipal landfill without any proper treatment. These unhealthy practices lead to health risks and degrade the environment. Burning of waste could lead to the production of dioxins, furans or other toxics pollutants as emissions and/or in bottom fly ash. The International Agency for Research on Cancer (IARC) classifies dioxins as a known human carcinogen. It is, therefore, important to dispose these commodities in a safe and environmentally friendly manner.

The commodities that fall within the scope of the guidance in this document are condoms (Dhaal, Panther and D'zire), oral pills (Sunaulo Gulaf and Nilocon White), Emergency Contraceptive Pill (E-Con), Injectable contraceptive (Sangini- 3 month Injection), Copper intra-uterine device (IUD) and Implant (Jadelle).

If hormonal contraceptives are not disposed of in a proper manner there are risks of environmental pollution. With regard to condoms, male condoms procured by CRS are made of rubber latex material so they are biodegradable. However to avoid danger of reuse and resale of expired condoms; certain considerations need to be made.

## **2. Objective**

Primary objective of this guideline is to document standard procedure that CRS will use to safely dispose unusable health commodities ensuring that it inflicts no harm to public and environmental health

## **3. Disposal**

### **4.1 Reasons for disposal**

- a. Expired:** Items, in the supply chain, which are not used before the recommended date of use by the manufacturer.
- b. Damaged:** Items that are damaged during transport and/or at storage that are not suitable for use

### **4.2 Considerations needed before disposing contraceptives**

Commodities are valuable; in terms of cost of raw materials and hours of labour needed for the commodities to manufacture, store and distribute. Disposal of contraceptives will inevitably involve waste of these materials and create environmental pollution at the same time. Therefore, it is necessary for CRS to explore all possible means to consider the followings based on the principle of 3R's (Reduce, Reuse and Recycle).

#### **a. Minimizing the need for disposal**

- i) Stock commodities with long-shelf life
- ii) Distribute commodities strictly on FEFO (First Expiry First Out) basis
- iii) Redistribute near expiring stock (e.g. stock expiring within 6 months) among distributors/wholesalers
- iv) Establish an appropriate exchange policy to minimize expiry

**b. Safe disposal of unusable or expired contraceptives**

- i) Dispose biodegradable condoms locally at the regional offices
- ii) Destroy hormone based commodities centrally in an environment friendly manner

**4. Activities/Actions to minimize expiry and environmental friendly disposal**

- i) **Stock commodities with long- shelf life:-** While purchasing or placing orders for contraceptives; CRS Central office will ensure that the commodities with maximum possible shelf life are ordered
- ii) **Distribute commodities strictly on FEFO (First Expiry First Out) basis:-** Establish and implement monitoring mechanism ,at each level of storage and distribution i.e. at central level, regional warehouses and distributors store, to monitor expiry dates of commodities in stock. For this, expiry tracking charts (Annex-1) can be used as and where applicable. Similarly, including expiry dates/lot # in CRS invoices will help distributors to use their database in computers to track expiring stocks.
- iii) **Redistribute near expiring stock among distributors/wholesalers:** Near expiry products will be redistributed among distributors and wholesalers in the region by the regional offices
- iv) **Establish an appropriate exchange policy to minimize expiry:** In order to avoid late return of expired contraceptives by wholesalers, distributors and retailers; CRS should make a policy to exchange only those commodities which either still have six months of shelf life or have expired during the last six months. This policy is expected to make distributors, wholesalers and retailers more responsible and serious towards expiry control as they will not get the replacement at any time they return the commodities irrespective when they expired.
- v) **Destroy condoms locally in an environmental friendly manner:** For biodegradable condoms; regional offices will collect all expired condoms every six months and store them in a separate closed space labeled as “Expired Commodities”. All such expired condoms need to be cut till they become unusable to ensure that the expired condoms don’t get to market for reselling. Dispose the physically destroyed condoms through a local recycling agent. The recycling agent is expected to separate different constituents of condoms: latex, silver foil and paper and recycle them.

Format for collecting expired condoms from actors within supply chain also needs to be developed. Expired condoms could be collected as and when deemed necessary from retailers whereas every six months from the distributors. Disposal budget should be set aside in CRS’s annual budget.

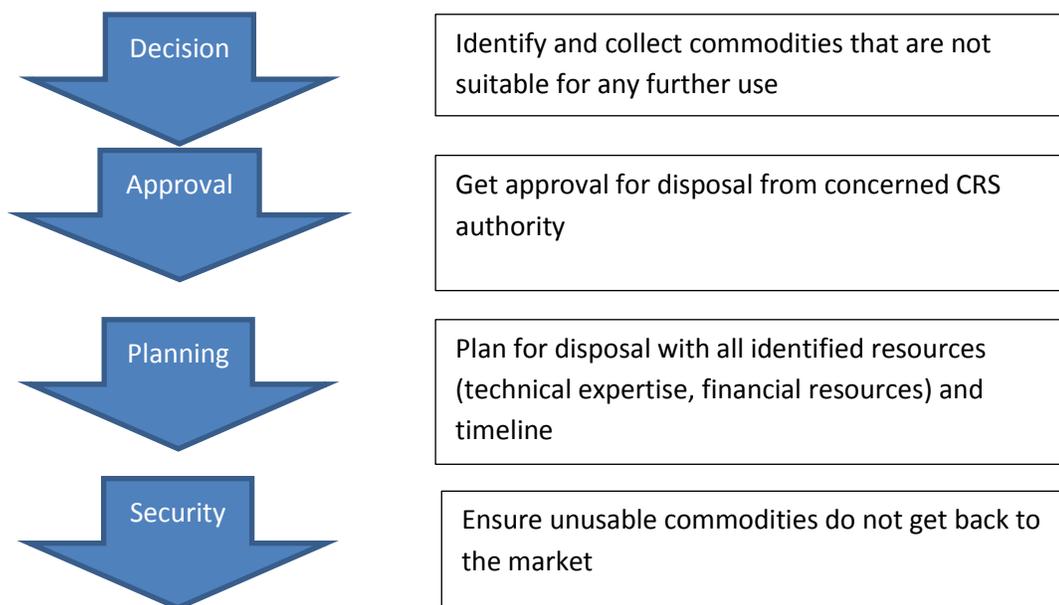
To facilitate the process of condom cutting, each regional offices including central warehouse is provided with a small manual condom cutting machine.

- vi) **Destroy hormone based commodities centrally in an environmentally friendly manner:** All expired hormone based commodities ( Nilocon White, Sunaulo Gulaf, Sangini, eCON) is collected by all regional offices and send to central warehouse. An appropriate organization dealing with disposal of such hormonal commodities will be contracted for disposing the same on annual basis. A detailed SOP on safe and environment friendly disposal of hormonal commodities needs to be developed with technical assistance from external party including monitoring mechanism. CRS staff will be trained to enable them to monitor the disposal process on regular basis. CRS will make a provision of budget for this activity.

A detailed snapshot of activities with identified lead is presented in Annex-II.

## 5. Steps or Administrative procedure for contraceptive waste disposal

To ensure contraceptive security, the following general disposal steps will be followed



6. **Monitoring and Evaluation:** Use the monitoring and Evaluation Checklist (Annex-III) to monitor and document the disposal of both hormonal and non-hormonal commodities.



Instructions for completing the Expiry Date Tracking Chart.

Expiry Date Tracking Chart	
<b>Objective</b>	Used to monitor expiry dates of CRS Health Products.
<b>Instructions</b>	
<b>1</b>	Make laminated copies of the Expiry Date Tracking Chart to be hung on a visible wall in the warehouse.
<b>2</b>	Use a dry-erase pen to fill and update the form.
<b>3</b>	Update the chart at the beginning of the year. The chart has room for two years – the current year and the next year. Update the Expiry Date Tracking Chart at the end of each month using the stock cards
<b>4</b>	Enter the name of a product in the first column. For each product there is space to record up to three batch numbers. If you have more than three batches, record the three that expire first.
<b>5</b>	A yellow dot marks the warning date. A red mark marks the date that the product expires. Place the warning dots at the latest date when the products can be exchanged with the supplier, or issued for redistribution
<b>6</b>	For the three months before the yellow warning dot, enter the current quantity of that batch in the relevant grid. The stock on hand at the end of the month will help determine the consumption rate and how much product may need to be returned to the suppliers or exchanged (if any).
<b>7</b>	When a batch number is finished or expires, erase the entry and replace it with the next batch to expire.
<b>8</b>	When a new shipment is received, enter the new batch numbers and expiry date on the chart.

**Annex-II**

<b>Brief guideline for expiry management of CRS commodities</b>				
<b>SN</b>	<b>Strategy</b>	<b>Activity/Action</b>	<b>Responsible unit/person</b>	<b>Remarks</b>
1	Stock commodities with long-shelf life	<ul style="list-style-type: none"> <li>• Ensure that commodities with maximum possible shelf life are ordered</li> </ul>	<ul style="list-style-type: none"> <li>• CRS Central office</li> </ul>	
2	Distribute commodities strictly on FEFO (First Expiry First Out) basis	<ul style="list-style-type: none"> <li>• Install/use mechanism to constantly monitor expiry dates of commodities</li> <li>• Stock commodities in warehouses in such a way that early expiring stock gets distributed first</li> </ul>	<ul style="list-style-type: none"> <li>• CRS central store</li> <li>• CRS regional stores</li> <li>• Distributor's stores</li> </ul>	<ul style="list-style-type: none"> <li>• Use Expiry Tracking Charts where applicable</li> <li>• Include expiry dates/Lot# in CRS bills so that distributors can use their computers to track the expiring stocks</li> </ul>
3	Redistribute near expiring stock (e.g. stock expiring within 6 months) among distributors/wholesalers	<ul style="list-style-type: none"> <li>• Inform central warehouse management on the stock quantity of near expiry products</li> <li>• Redistribution among distributors/wholesalers in the region by regional offices</li> </ul>	<ul style="list-style-type: none"> <li>• CRS regional stores</li> <li>• Distributor's stores</li> <li>• Others</li> </ul>	
4	Establish an appropriate exchange policy to minimize expiry	<ul style="list-style-type: none"> <li>• Make a policy to exchange only commodities 6 months before expiry and 6 months after expiry</li> </ul>	<ul style="list-style-type: none"> <li>• Field division</li> </ul>	<ul style="list-style-type: none"> <li>• This policy is expected to make distributors/wholesalers/retailers more serious about expiry control</li> </ul>
5	Destroy condoms locally in an environmentally friendly manner	<ul style="list-style-type: none"> <li>• Collect all expired condoms over the every six months and store in a separate close space labeled "Expired Commodities" and dispose</li> </ul>	<ul style="list-style-type: none"> <li>• Regional offices</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a condom disposal procedure with assistance from external party</li> <li>• Train CRS staff on the</li> </ul>

		<p>them at the end of each year</p> <ul style="list-style-type: none"> <li>• Cut the condoms till they become unusable to ensure that the process of disposal to ensure that condoms set for destruction does not get way to market for selling</li> <li>• Contract a local recycling agent to recycle the cut condoms (both the latex, silver foil and paper)</li> </ul>		<p>procedure to enable them to monitor the process of disposal</p> <ul style="list-style-type: none"> <li>• Budget for this activity in yearly plan</li> <li>• A small cutting machine should be provided at all the regional offices</li> <li>• Develop format to collect expired condoms</li> <li>• List the process of collecting <ul style="list-style-type: none"> <li>• Collect as and when possible from the field</li> <li>• Collect every six months from the distributors</li> </ul> </li> </ul>
6	Destroy hormone based commodities centrally in an environmentally friendly manner	<ul style="list-style-type: none"> <li>• Collect all expired Sangini, OCPs, eCON over the year and store in a separate close space labeled "Expired Commodities"</li> <li>• Contract appropriate organization to dispose the commodities</li> <li>• Monitor the process and ensure that the process confirms to SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Regional offices</li> <li>• Central warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Develop SOP for the disposal of hormone based commodities with assistance from external party</li> <li>• Train CRS staff to enable them to monitor the disposal process</li> <li>• Budget for this activity in yearly plan</li> </ul>

