

**Overdose Prevention and Naloxone Distribution
Standard Operating Procedures:**

Date

Project Setting and Operations:

Description of Setting: [Please describe the nature of your distribution setting]

Location of distribution site(s): [Name of partner agency and address(s)]

Hours of Operation

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Contact Person(s) at Distribution Site:

Staff Titles & Responsibilities

Name	Title	Responsibilities

Training and Naloxone Distribution Process (Step-by-Step)

(The list below is only an **example** -- please provide details and elaborate on the process as it pertains your site/setting – **DO NOT LEAVE AS IS**)

- 1) Patient requests naloxone kit
- 2) Training is provided
- 3) Intake form is filled out
- 4) Naloxone kit(s) are labeled with patients Name and Date of Distribution
- 5) Naloxone is logged in the Dispensing log
- 6) Kit is supplied

Site-Specific Storage and Documentation of Naloxone

(The list below is only an **example** -- please provide details and elaborate on the process as it pertains your site/setting – **DO NOT LEAVE AS IS**)

- 1) Naloxone is stored in a secure location
- 2) Distribution log is kept with naloxone securely
- 3) Intake Forms are kept in a binder to be entered into REDCap
- 4) In-office portion of Intake form is filled out properly with unique ID number