



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-028

February 21, 2025

TO: All Personnel

FROM: Division Chief Ayres

SUBJECT: EHR – Witness to Waste Signature

Effective February 20, 2025, any time a controlled substance is used, the “witness to waste” signature will be required on the EHR. Accurate documentation of wasted medication amounts that match recorded amounts in the controlled substance tracking system has always been a policy requirement. See [UFA Policy 500-080 Controlled Substance Medications Section 8.1](#).

Whenever feasible, controlled substance preparation and waste should be witnessed by another authorized UFA employee to confirm the amounts drawn up, administered, and wasted. Witnessing ensures, to the best of the witness’s ability, that the medication and quantity wasted align with documentation and practice. In situations where a witness is not reasonably available, the Paramedic should document this in the EHR.

If an entire vial of a medication is utilized for a patient on scene, then the amount of medication wasted should be 0. A signature is still required. These numbers must exactly match recorded usage and waste in the NarcBox system. The witness to waste signature can be found under the signatures tab, custom documents/controlled substances.

The reason for this validation requirement is to ensure complete and accurate documentation including verification by at least one other provider of the amount of medication wasted (even if it is none).

For questions about this requirement, please contact Controlled Substances Program Manager [Brooke Burton](#) during regular business hours or the on-call EMS representative.