



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-039

March 6, 2025

TO: All Personnel

FROM: Division Chief Ayres

SUBJECT: Controlled Substance Security Seals

When re-sealing a NarcBox pouch, it is critical that the security seals are applied correctly to ensure that there is a high level of confidence, when a pouch is sealed, that the medication vials have not been improperly accessed. During our monthly delivery, we have found quite a few tags that have been improperly applied.

1. Ensure that the tag goes through the small tag security loops on the zippers NOT through the zipper handles. See pictures below:



2. Ensure that the seal end goes through the tag seal in the correct direction. The tail of the tag should come out of the seal on the side opposite the seal tag numbers and should not be cinched tight or cut off. Once the tag is inserted, give it a light tug to verify that it is secured. See photos below.



3. Lastly, when placing the pouch into the safe, make sure that the security tag is located on the side opposite of the safe door latch to ensure that it does not get caught in the locking mechanism.

*****If you find a security seal that has been improperly applied, your Station Captain should be immediately notified and a pouch audit conducted to ensure that the correct medications are contained in the pouch and that no tampering has occurred. If there is any suspicion of tampering, the on-call EMS Division representative should be called and the steps for investigating a possible controlled substance diversion in UFA Policy 500-080 should be followed. *****