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Policy Memorandum No. 25
Subject: Drug Ordering Policy
Departments Affected: All

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DRUG ORDERING POLICY

To order study drug, the principal investigator or ordering designee must refer to the Drug Information Section of the protocol to identify the supplier of the study drugs. All study drug orders where drug is supplied through the NCI should be sent directly to the Pharmaceutical Management Branch (PMB) according to the policy and procedures set forth by the PMB. For study drugs that are not supplied by the NCI, consult the protocol for drug ordering procedures. It is not necessary to route any drug orders through the Operations Office.

Drug procurement of PMB-distributed agents must be requested using the NCI Clinical Drug Requests NIH Form 986 (CDRs) (<http://ctep.cancer.gov/forms/>). The form must be signed by the NCI-registered investigator in whose name the agent is ordered or by the shipping designee or one of the ordering designees whom the Investigator has listed on their most recent Supplemental Investigator Data Form 3_052303 (IDF) on file with PMB. Study drugs must not be redistributed or transferred to another institution or site, with the exception of satellite or affiliated facility distribution. Satellite or affiliated facilities are defined as institutions that are located on the same campus or in proximity where transportation can be provide by the institution courier service. See <http://ctep.cancer.gov/requisition/index.html> for more information.

The Pharmaceutical Management Branch has in operation an electronic procedure to receive drug requests. This system can reduce the turn around time to less than one week. Should you be interested in this electronic system, please call the Pharmaceutical Management Branch at (301) 496-5725.

For protocols where commercially available agents are being used, acquisition of the drugs should be handled as other non-protocol drugs. However, always refer to the protocol or check with the study coordinator to determine whether a drug accountability form (DARF) should be kept to track the usage of the drugs.