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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 and the method of procurement. All study drug orders where drug is supplied through the Cancer Therapy Evaluation Program (CTEP), 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 CTEP, NCI, consult the protocol for drug ordering procedures. It is not necessary to route any drug orders through the Operations Office.

Procurement of PMB-distributed agents must be accomplished by submitting the Clinical Drug Request using the PMB Online Agent Order Processing (OAOP) application (<https://eapps-ctep.nci.nih.gov/OAOP/pages/login.jsp>). The request must be submitted by an NCI registered investigator or their authorized ordering designees or shipping designee who have access to OAOP with an established CTEP Identity and Access Management (IAM) account (<https://eapps-ctep.nci.nih.gov/iam/>), and an "active" account status and a "current" password. The ordering designee and shipping designee will receive e-mail confirmations for both the drug order submission and the drug shipment notification, which will include the courier tracking number. PMB-supplied study drugs must not be re-shipped to another institution, site or study subject. PMB-supplied study drugs must not be transferred to another institution or site without PMB approval. PMB-supplied study drug may be transported between Control Dispensing Areas and Satellite Dispensing Areas as long as transport remains under control of institutional staff or institutional courier. See http://ctep.cancer.gov/branches/pmb/agent_management.htm for PMB Policies and Guidelines on agent management.

For protocols where commercially available agents are being used, refer to the protocol to determine whether the drug is provided free-of-charge and, if so, to obtain ordering information. Drug accountability requirements, if applicable, will also be detailed. If commercial drug is not provided free-of-charge, then routine institutional ordering for commercial supply will be used.