1 PURPOSE

Document the standard operating procedure for drug transfer between Memorial Healthcare System locations.

2 GENERAL PROCEDURES AND RESPONSIBILITIES

In order to accommodate the allocation of drug to patients at multiple Memorial Healthcare System locations, a courier company has been contracted to transfer drug to the various locations.

3 SPECIFIC PROCEDURES

For the purposes of drug transfer, the following standard operating procedures will be utilized:

- The courier will be contacted by pharmacy to schedule pick-up directly from the pharmacy.
- The sending pharmacist will prepare a transfer invoice which documents the date of shipment, the items being, the patient(s) receiving the treatment, and the name of the intended receiving pharmacy personnel.
- The transfer invoice will be packaged with the agents being transferred and the sending pharmacist will document the removal of stock on the associated accountability logs.
- Any study agents that require controlled refrigeration between 36°F and 46°F (2°C and 7°C) will be transported in a Styrofoam® (polystyrene) container with appropriate cold packing.
- The shipments will be addressed to and delivered directly to the pharmacy of site.
- Upon receipt of the shipment, the pharmacist will sign the transfer invoice and verify that the items received match the transfer invoice and have not been damaged in transit.
- The receiving pharmacist will sign the transfer invoice, then fax/email a copy of the signed invoice to the sending pharmacist and document receipt of transferred items on the associated accountability logs.
• The original transfer invoice will be retained at each site until close of study at which point these documents will be condensed for archiving and storage by the Office of Human Research.

4 REFERENCES TO OTHER APPLICABLE POLICIES

MHS Investigational Drugs Policy PH-75-0: