



**HEALTH RESEARCH ASSOCIATION**

1640 Marengo Street – 7<sup>th</sup> Floor  
Los Angeles, CA 90033

**POLICY & PROCEDURE**

|  |                                 |   |                                      |
|--|---------------------------------|---|--------------------------------------|
| Subject:<br><b>DRUG ORDERING &amp; RECEIPT</b> |                                 | Issued By:<br>IDS PHARMACY                                      |                                      |
|  |                                 | Approved By: Kathleen R. Hurtado R.Ph.<br>HRA's President & CEO |                                      |
| Policy #:<br>2003                              | Issue Date:<br>November 1, 2006 | Revised Date:<br>August 13, 2007                                | Effective Date:<br>September 1, 2007 |

Reference: Original Drug Ordering & Receipt policy dated 4-12-2006, and further revised as of 11-1-2006.

**PURPOSE**

To ensure that all study drugs are properly ordered and received by the IDS Pharmacy.

**POLICY**

1. **IDS PHARMACY IS SOLE DISTRIBUTOR FOR HRA-ADMINISTERED STUDIES:** For all human subjects' research studies being administered by HRA, study drugs and supplies must be ordered through and delivered to the IDS Pharmacy in accordance with both study-specific protocol instructions from the Sponsor and the IRB-approved study-specific protocol;
2. **ALL SHIPMENTS MUST BE RECEIVED BY IDS PHARMACY:** Principal Investigators (PIs) and their Study Teams should ensure that all study drugs are shipped to the following address AND are accompanied by a study-specific protocol number:

**Investigational Drug Service**  
**Health Research Association Pharmacy**  
**1200 North State St. Trailer 25A**  
**Los Angeles, CA 90033**  
**Attn: Pharmacist-in-Charge**  
**Phone: (323) 222-8933**  
**Fax: (323) 222-9925**

3. **PHARMACIST-IN-CHARGE DETERMINES REORDER (PAR) LEVEL:** For all active studies, the Pharmacist-in-Charge is responsible for determining a minimum par level. When inventory falls below the predetermined par level, the Pharmacist-in-Charge is responsible for ensuring that additional supplies are ordered.

**GUIDELINES & PROCEDURES**

1. **WHEN ORDERING STUDY DRUGS VIA IVRS:** When study drugs are ordered via the Interactive Voice Response System (IVRS), the confirmation number must be documented in the study-specific protocol binder;



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2. **WHEN ORDERING STUDY DRUGS VIA FAX:** When study drugs are ordered via fax, the original order form must be filed in the study-specific protocol binder;
3. **VERIFY INVENTORY UPON RECEIPT:** Upon delivery to the IDS Pharmacy, inventory must be checked for accuracy, damage and transport condition. If there is a discrepancy between what was received – and either the packing slip (or bill of lading), or the original order – please see the related policy entitled “Inventory Control & Drug Accountability Policy & Procedure” located at: <http://www.health-research.org/files/pharmacy/Control.pdf>;
4. **PHARMACIST-IN-CHARGE (OR DESIGNATED AGENT(S)) MUST INCLUDE INITIALS & DATE ON PACKING SLIP(S):** If the drug order being received is accurate and in good condition, the Pharmacist-in-Charge or their designated agent(s) must initial and date the packing slip(s) and/or bill(s) of lading which accompanied the study drug(s);
5. **FILE PACKING SLIP IN STUDY-SPECIFIC PROTOCOL BINDER:** If the shipment is complete and the inventory is not in need of reconciliation, the packing slip and/or bill of lading should be filed in the study-specific protocol binder;
6. **DRUG ACCOUNTABILITY LOG SHEETS:** Each study drug must be “logged into” the study-specific protocol IDS Drug Accountability Log Sheet, as well as on any drug accountability log sheets provided by a study’s Sponsor;
7. **EACH DRUG/BATCH NUMBER NEEDS UNIOUE DRUG ACCOUNTABILITY LOG SHEET:** In a case where one study-specific protocol has drug inventory from two different lot or batch numbers, a separate IDS Drug Accountability Log Sheet must be maintained for each separate lot/batch.

**RESPONSIBILITY**

All IDS Staff  
PIs  
PIs Study Teams