



Pharmaceutical Management Branch/Cancer Therapy Evaluation Program/Division of Cancer Treatment and Diagnosis/National Cancer Institute
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FAQ: The physical inventory doesn't match the balance documented on the NCI Investigational Agent (Drug) Accountability Record (DARF) or the NCI Investigational Agent Accountability Record for Oral Agents (Oral DARF). What should I do?

Answer: The following steps can be used to identify causes of an agent inventory discrepancy:

- Confirm accuracy of running balance calculations
 - The DARF balance is the numerical total of all lots in inventory
- Check all of the investigational agent storage locations at your site
- Confirm the DARF recording entries are for the appropriate protocol, investigator, agent, formulation, and strength
 - Confirm appropriate patient, if patient-specific DARF
- Check recorded quantity entries against source documents (examples listed below) and ensure no DARF entries were omitted or duplicated
 - Receipt - NCI Shipment Record of Clinical Drug Request
 - Dispensing - physician's order/prescription
 - Transfer - NCI Transfer Approval Letter
 - Return - NCI Return Drug List
 - Local destruction - NCI Local Destruction Authorization
- Compare DARF recorded entries on the Control and Satellite Dispensing Area DARFs if applicable
- Verify the units in the Oral DARF header are the same as the units used in the balance column (capsule/tablet or intact bottle)
- Verify patient returns recorded in the Oral DARF return columns have not been added into the balance

If an accountability error is identified, refer to the PMB [DARF Basics](#) video for DARF correction examples. DARF corrections must be made in accordance with Good Clinical Practice and in some instances annotated with a note to file. If a medication error, not an accountability error, is identified please refer to the FAQ: "Reporting errors to PMB" for detailed instructions.

To avoid perpetuating an accountability error, verify the physical inventory with the balance recorded during every DARF activity. Inventory auditing as part of institutional SOPs is also an effective method to address agent inventory discrepancies proactively.

Questions regarding agent inventory discrepancies can be directed to the Pharmaceutical Management Branch (PMB), CTEP, NCI by calling (240) 276-6575 Monday through Friday from 8:30am to 4:30pm Eastern Time or by emailing "PMBAfterHours@mail.nih.gov" at any time.

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Please contact PMB at (240) 276-6575 if you have questions.*