



Pharmaceutical Management Branch/Cancer Therapy Evaluation Program/Division of Cancer Treatment and Diagnosis/National Cancer Institute
NCI Shady Grove * Room 5W228 * 9609 Medical Center Drive * Rockville, Maryland 20850
Phone: (240) 276-6575 * Fax: (240) 276-7893 * E-mail: pmbafterhours@mail.nih.gov

FAQ: How do I return investigational agent that I don't need anymore?

Answer: Investigators/Designees must return un-dispensed PMB supplied investigational agent to the NCI Clinical Repository based on the conditions described in the PMB Policy and Guidelines for Investigational Agent Returns.

In summary, to return PMB supplied investigational agent:

- Complete the Return Drug List (NCI Return Investigational Agent Form available at <http://ctep.cancer.gov/forms>).
- All information must be accurate and complete (e.g. protocol numbers and investigator numbers).
- Double check quantities and lot numbers prior to shipment.
- All instructions on the Return Drug List must be followed.
- Enclose the Return Drug List with the returned agents. Keep a copy for your records.
- Package agents securely to prevent breakage. We recommend double bagging to minimize the risk to couriers and the NCI Clinical Repository staff.
- Ship agent returns at room temperature. Refrigerated shipment is NOT required.
- Send agent returns to the address indicated on the Return Drug List.
- Express delivery (e.g. next day air) is NOT necessary for agent returns.
- Investigators/Designees are responsible for the cost of shipment. "Collect" or C.O.D. shipments will NOT be accepted.
- Investigators/Designees must complete the return receipt section of the Return Drug List for confirmation of an agent return.

If the investigational agent is considered a dangerous good (DG) or infectious substance for shipping purposes (as noted by **DG**** on the Shipping Record) special procedures must be followed if the agent is to be returned to the NCI. If your institution does not have the capability for shipping a dangerous good/infectious agent, you may request local destruction authorization from PMB.**

Questions regarding return/destruction of clinical supplies 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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Information in this FAQ is subject to change without notice; check periodically for updates.
Please contact PMB at (240) 276-6575 if you have questions.*