



Pharmaceutical Management Branch/Cancer Therapy Evaluation Program/Division of Cancer Treatment and Diagnosis/National Cancer Institute  
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**FAQ:** What are the different stock notification letter types and how do I search in OAOP?

**Answer:** The NCI CTEP stock recovery process utilizes 5 letter subtypes for notifications regarding PMB-supplied agent: Expiration, Protocol Status, Recall, IND Withdrawal, and Extension of Expiration. Always follow the instructions in the specific letter for agent disposition, either Return, Transfer, or Local Destruction. Conditions are further described in the PMB [Policy and Guidelines](#) and [Investigational Drug Accountability Training Videos](#). Keep in mind for Expiration letters, supplies are suitable up to the expiration date and replacement supplies are required only if patients are currently on study and actively being treated.

You can search in OAOP to see if a letter has been issued for a particular agent lot or protocol, depending on your person role. To access stock notification letters in OAOP you must have a CTEP IAM account and be a site investigator or a shipping or ordering designee. If you do not have a CTEP IAM account, refer to the [“How do I access OAOP”](#) FAQ.

- 1) Log into OAOP and select the “Stock Notification Letters” tab.
- 2) Select from: Standard Orders, Blinded/Patient-Specific Orders, or Protocol Status Change.
- 3) For standard and blinded/patient-specific orders, start with NSC/Agent Name to execute your search.
- 4) Click on the NSC or Agent Name list of values icon  and search for the agent by entering the NSC number or agent name.
- 5) To help narrow down the results select a lot number for standard orders, enter a date range for blinded/patient-specific orders, or NCI protocol number for protocol status.
- 6) If only NSC is selected all lot letters will appear in the results list if you do not choose a Letter Subtype or Lot Number. If you are checking suitability of your agent supply you must select a lot number. If a specific lot is selected and no results are found, a confirmation page will appear stating **“No Results Found for provided criteria.”** The confirmation contains the search criteria, search date and time, and can be printed or emailed.
- 7) Click on the “Help” link at the top right corner of each page in OAOP for additional instructions.

When issued, letters are sent directly to site investigators, and current shipping and ordering designees from the mailbox “NCI PMB Investigator Notification Distribution” email [NCIPMBNotification@mail.nih.gov](mailto:NCIPMBNotification@mail.nih.gov).

Questions regarding stock notification letters 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](mailto:PMBAfterHours@mail.nih.gov) at any time.

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