



Guidance for Shipment of Oral IND Agents to Clinical Trial Subjects on Clinical Trials Sponsored by the National Cancer Institute Cancer Therapy Evaluation Program

Background of CTEP Policies: The Cancer Therapy Evaluation Program (CTEP) of the Division of Cancer Treatment and Diagnosis (DCTD)/National Cancer Institute (NCI) is responsible for implementing and monitoring the clinical development of investigational therapeutic anticancer agents. CTEP's policies and guidelines are intended to ensure patient safety while providing the National Cancer Program with the most effective new agent development program as possible. Some policies and guidelines reflect the regulatory requirements of the Food and Drug Administration (FDA) and the Department of Health and Human Services (DHHS). Others have been developed based on policies and guidelines at the NCI level, consensus among CTEP staff, the NCI Board of Scientific Advisors, and leaders in the community of clinical investigators. Specific policies and procedures continue to evolve; through these policies, CTEP, DCTD, and NCI aim to provide a flexible, responsive system within the constraints imposed by regulation and the program's size and scope.

Ensuring the safety and continuity of care for clinical trial patients is paramount. Shipment of oral CTEP IND agents by sites to enrolled study subjects on clinical trials will be performed as determined necessary by the study Investigator and in the best interest of continuity of patient care. Shipment of oral CTEP IND agents shall be performed only when circumstances prevent the study subject from returning to the clinical trial site and is not a replacement for protocol-defined in-person study visits and assessments. The quantity of agent supplies shipped to study subjects must be in accordance with the requirements of the protocol. Quantities shipped must not exceed what is required for the patient until the next protocol-defined in-person study visit.

Effective January 1, 2022, for studies under CTEP IND with oral investigational agents, CTEP will allow the Dispensing Pharmacy to ship oral investigational agents directly to study subjects. The following elements must be followed:

- Sites are to develop an institutional standard operating procedure (SOP) for shipping oral CTEP IND agents. The procedure should include methods for informing the study subject of when the agent is shipped and confirming delivery to the study subject.
- The Dispensing Pharmacy must follow any applicable State and Federal Regulations, including requirements as mandated for international sites, with respect to shipment of patient study agents and ensure shipment occurs in an appropriately qualified shipping container system for the agent to maintain temperature control and product quality and integrity during transit.
 - An appropriately qualified shipping container system is defined as: one that has been tested and evaluated to maintain the specific storage temperature range required for the agent when prepared or conditioned and packaged according to the manufacturer's instructions; and maintains that temperature range for a pre-determined timeframe that covers the transit time of the oral CTEP IND from time of packaging and shipment until receipt by the study subject.

- Agents must be packaged in such a way to ensure safe and undamaged conditions upon arrival to the study subject.
- The study site must document the need for the shipment in the study subject's medical record at the time the order is written.
- Dispensing Pharmacy must ensure proper labeling of the drug product for patient use and document any patient counseling for any study agent dispensing that does not occur in-person. CTEP recommends that first time patient dispensing is always performed in-person.
- Shipments must occur via overnight courier delivery service that allows for tracking of the package and confirmation of delivery. Site must maintain documentation of the type of shipping container system used, supportive qualification documentation for the shipping container system used, and full tracking history including courier, date and time of shipment, date and time of receipt, and recipient of the shipment. Sites should confirm with study subject the shipment was received and document confirmation of receipt on the dispensing record or medical record. All documentation must be maintained for audit purposes.
- Agent shipments that do not arrive within the qualification time period of the shipping container system must not be used by the study subject, must be returned to the Dispensing Pharmacy and must be documented on the NCI Investigational Agent Accountability Record for Oral Agents (Oral DARF) as a patient return. A replacement shipment would be necessary.
- Adequate records of treatment administration must be maintained and reviewed by the site at the time of the next scheduled visit (i.e., medication diaries).
- **Exceptions**
 - For the purposes of shipping agents that are considered Dangerous Goods (DGs), adherence to Department of Transportation and International Air Transportation Association regulation methods for shipment must be followed. CTEP does not authorize Dangerous Goods shipments unless shipments are performed in accordance with applicable regulations and by appropriately trained and certified individuals. Refer to the Shipment Record of Clinical Drug Request document contained in your shipment received from the NCI for indication of which agents are designated as Dangerous Goods for shipping purposes. Sites may request a copy of the agent Material Safety Data Sheet from the Pharmaceutical Management Branch (PMBAfterhours@mail.nih.gov) to review applicable transportation regulations for the agent.
 - Agents must be dispensed in accordance with any REMS dispensing requirements, where applicable.

Questions

Questions regarding shipment of oral CTEP IND agents should be sent to: PMBAfterhours@mail.nih.gov