

ETCTN Agent Ordering Information Sheet

1. Introduction

The Cancer Therapy Evaluation Program's (CTEP) Pharmaceutical Management Branch (PMB) handles the pharmaceutical support for clinical trials sponsored by CTEP, including those to be conducted within the ETCTN. Amongst other tasks, the PMB:

- Provides pharmaceutical information about CTEP IND agents;
- Manages the registration of all investigators and associates participating in CTEP clinical trials and the maintenance of all registration records. (Please refer to the "ETCTN Person Registration and CTEP Identity and Access Management (CTEP-IAM) Information Sheet" for more on this topic); and
- Authorizes and distributes all CTEP-sponsored Investigational New Drug (IND) agents to eligible investigators.

Active CTEP-registered investigators and investigator-designated shipping designees and ordering designees can submit agent requests through the PMB Online Agent Order Processing (OAOP) application (<https://eapps-ctep.nci.nih.gov/OAOP/pages/login.jsp>). Access to OAOP requires the establishment of a CTEP Identity and Access Management (IAM) account (<https://eapps-ctep.nci.nih.gov/iam/>) and the maintenance of an "active" account status and a "current" password. For questions about drug orders, transfers, returns, or accountability, call (240) 276-6575 Monday through Friday between 8:30 am and 4:30 pm (ET) or email PMBAfterHours@mail.nih.gov anytime.

For more information on the PMB, please go to: <http://ctep.cancer.gov/branches/pmb/default.htm>.

2. Use of OAOP

2.1 User Access

The PMB OAOP application can be accessed at: <https://eapps-ctep.nci.nih.gov/OAOP/pages/login.jsp>

The following requirements must be met before ordering agent from OAOP:

- The ordering investigator must be registered with PMB with an "active" status and have a CTEP-IAM username and password.
- If an "ordering designee" or "shipping designee" (i.e., a non-physician staff member authorized on the Supplemental Investigator Data Form or the site's Primary Shipping Designee Worksheet to order and receive agent) is placing an order on behalf of an investigator, they too must have a CTEP-IAM username and password.

2.2 Submitting a Drug Request

- The ordering investigator must be claimed on an ETCTN grantee (i.e., LAO) roster.



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- The grantee organization (LAO) must be listed as the lead or participating organization (or in less common cases, a special participant) on the protocol cover page for the study for which the investigator is ordering agent.

3. For Questions and Support

For questions related to PMB and the OAOP application, please contact PMB.

- PMB Contacts: (240) 276-6575; pmbafterhours@mail.nih.gov