Drug Accountability Log instructions

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**Instructions**

* This form serves as a complete record of all movements and usage of the investigational product at the trial site. It is required for interventional studies involving a study drug or investigational product.
* Update the record in real time whenever the product is received, dispensed, returned, or destroyed. Use a new entry line for each transaction to ensure clear and accurate tracking.
* If more than one drug, formulation, or strength is involved, maintain a separate record for each.
* Include trial‑specific information such as sponsor name, protocol or trial ID number, and site ID.
* If needed, adapt the form to an Excel format for automated calculations
* Create additional rows when required

Drug accountability log

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| |  |  |  |  | | --- | --- | --- | --- | | Study title |  | Protocol version number |  | | Principal investigator |  | Study site |  | | Product name (generic) |  | Product name (commercial) |  | | Dose strength |  | Product storage conditions |  | | Drug manufacturer |  | Product form  (i.e drug, vial, pre-filled syringe etc) |  | |

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| **Serial number** | **Date received**  dd/mm/yyyy | **Batch /lot number** | **Source**  1 hospital pharmacy  2 local purchase by investigators  3 international shipment | **Quantity received** | **Signature person receiving** | **Date dispensed**  Dd/mm/yyyy | **Participant ID** | **Quantity dispensed** | **Signature person dispensed** | **Unused product** | | **Signature person returned / destroyed** |
| **Quantity returned** | **Date returned**  Dd/mm/yyyy |
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