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 investigators3 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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