**Drug Accountability Log**

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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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| **S. No** | **Date received**  dd/mm/yyyy | **Batch /lot No.** | **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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Rawalpindi Medical University Rawalpindi Drug Accountability Log Version 01 dated 12/09/2025