**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 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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Rawalpindi Medical University Rawalpindi Drug Accountability Log Version 01 dated 12/09/2025