

May 1, 2013

GROUP CHAIR'S OFFICE

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TO: ALL SWOG MEMBER, CCOP AND AFFILIATE MEDICAL INVESTIGATORS AND CLINICAL RESEARCH ASSOCIATES

FROM: SWOG Operations Office

RE: Pharmaceutical Management Branch (PMB) Phone Number and Drug Ordering System Update

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Seattle, WA 98109

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MEMORANDUM

The purpose of this memorandum is to inform sites of an updated telephone number for the NCI's Pharmaceutical Management Branch (PMB) and updated drug ordering instructions for PMB supplied agents.

The PMB phone number for questions regarding drug orders, transfers, returns or accountability for CTEP supplied agents has been updated from 301/496-5725 to 240/276-6575. Please use the new phone number effectively immediately.

Additionally, PMB has transitioned to an online drug ordering system. 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://eappsctep.nci.nih.gov/OAOP/pages/login.jspx> >. 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.

These items will be updated in individual protocols as part of ongoing protocol revisions.