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To: All clinical and behavioral study investigators and research staff

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Re: Shipping investigational product to patients' home

The CRU and IDS pharmacy remain open for study visits and dispensing of investigational products (IP) to ensure the safety of participants currently enrolled in therapeutic trials. Because of the rapidly evolving circumstances, we ask that study teams whose studies involve pre-packaged oral, injectable (given at home), or topical IP to contact sponsors and initiate discussions about alternative delivery options for these types of IPs.

Consistent with current hospital guidance, IDS Pharmacy will continue to provide agents that require compounding for administration that occur in the CRU.

Study teams are responsible for:

1. Developing contingency plans for delivering IP to participants should they not be able to come into the hospital for any reason.
2. Alerting sponsors that the IDS pharmacy has limited space for storing extra IP.
3. Working with sponsors to identify the workflow for shipping IP to participants.
4. Requesting materials needed to ship IP (*shipping boxes, prepaid shipping labels, temperature monitoring equipment for shipments, etc.*) from sponsors.
5. Sharing and following written sponsor instructions for shipping (e.g. packing, etc.)
6. Assisting with shipments via the carrier identified in collaboration with the IDS pharmacy to avoid pharmacy disruptions.