

## Drug Supply

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1. Once drug is received, open the box and you will find a temperature monitoring device.
  - a. On the temperature monitor, press and hold the ARRIVED button for 3 seconds or until "Transit" changes to "Arrived" on the screen.
  - b. Once that is done, plug the monitor into any USB port and a PDF report will automatically be generated.
  - c. Save the PDF file immediately in your site folder, and print.
  - d. Place the monitor inside the Credo shipper to return to CSM if required.
2. Reconciliation of the shipment (making sure the shipment matches the contents).
  - a. Label drug if applicable.
  - b. Lock up drug in appropriate placement (ambient, fridge, or freezer) once received.
3. Log onto IRT/IVRS system, and print confirmation regarding drug shipment.
4. Enter shipment into site Master Drug Accountability log.
5. File all IRT, shipment, and temperature confirmation into the Regulatory binder behind the appropriate tab.
6. Dispose of, or send back the shipping box as applicable.