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## **FAQ: My actual drug inventory doesn't match the quantities reflected on the Drug Accountability Record Form. What should I do?**

Investigate this problem much like you would investigate a controlled substance ledger error:

(1) Check your math. Often, people add or subtract incorrectly, leading to discrepancies. Remember that when you correct errors, you should line through with a single line, and initial all changes. Do not use correction fluid, or obscure the entry with blobs of ink.

(2) Missing investigational agent?

✓ Check all potential storage areas. Is it possible some of the missing agent was slipped into a bag belonging to a drug with a sound-alike or look-alike name?

✓ Check charts of patients who are on the study. Did staff forget to record the dose given to a patient recently?

(3) Too much investigational agent?

✓ Did staff log out investigational agent for a patient who failed to appear or was turned away because of low blood counts? Did they return it to stock but forget to change the balance?

✓ Did they log out the right investigational agent, and then use commercial drug accidentally?

✓ Is another agent short the same amount? Did they log out the right investigational agent, and then use the wrong investigational agent?

(4) Stamp your feet and yell, "Hooray!" or "DOGGONE IT!"

Once you've conducted your investigation, you've either found the agent ☺, or written an incident report ☹. In the latter case, make an entry on the Drug Accountability Record Form (DARF; NIH 2564) indicating that you are correcting the balance, and referring to your internal incident report. Keep a copy of the incident report attached to the DARF in question.

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*Please contact PMB at (301) 496-5725 if you have questions.*