

## CUIMC Research Pharmacy Information Sheet

**Contact Information:**

- Website: <https://researchpharmacy.cumc.columbia.edu>
- Main E-Mail: [researchpharmacy@columbia.edu](mailto:researchpharmacy@columbia.edu)

**Licensed Research Pharmacy Locations:**

CUIMC Research Pharmacy – Irving Pavilion  
 161 Fort Washington Ave., IP-749  
 New York, NY 10032  
 Phone number: 212 305 8684  
 Fax Number: 212 305 0397

Satellite Non-Oncology CUIMC Research Pharmacy:	Satellite Oncology CUIMC Research Pharmacy:
Milstein Hospital 177 Fort Washington Avenue Suite MHB-LL1-001 New York, NY 10032 Phone Number: 212 305 9867 Fax Number: 212 305 0068 Email: <a href="mailto:researchrx@columbia.edu">researchrx@columbia.edu</a>	Milstein Hospital 177 Fort Washington Avenue Suite MHB-LL1-001 New York, NY 10032 Phone Number: 212 305 6888 Fax Number: 212 305 0397 Email: <a href="mailto:chemorx@lists.cumc.columbia.edu">chemorx@lists.cumc.columbia.edu</a>

**Hours of Operation:**

Monday through Friday from 8AM to 4PM, with on-call services provided (outside of standard hours) including weekends and holidays.

**Security:**

All Research Pharmacy locations storing investigational agents are locked and secure, with access limited to Research Pharmacy personnel only, via key and security keypad or ID card sensor. All study related documents are also stored and maintained within these secured Research Pharmacy locations.

**Research Pharmacists:**

One primary Research Pharmacist (Pharmacist of Record, PoR) and at least one Back-up Pharmacist will be assigned to each clinical study supported by the Research Pharmacy.

**Dispensation of Investigational Agents:**

Research Pharmacy prepares and dispenses investigational agents for both the inpatient and outpatient setting.

**Storage of Investigational Agents & Temperature Monitoring:**

All Research Pharmacy locations, its Storage Rooms, and Storage Units (refrigerators, freezers) have 24/7 continuous temperature monitoring. During off-hours, the On-Call Pharmacist will be alerted electronically (pager or cell phone) if temperatures deviate out of target ranges. Daily temperature recordings are available as hardcopies.

**Refrigerator & Freezer Units:**

Refrigerators are maintained between target ranges 2°C to 8°C. The Research Pharmacy is also equipped with freezers that are maintained at target ranges -20°C to -10°C; -40°C to -30°C; and -80°C to -70°C for investigational agents requiring storage within these temperatures.

**Emergency Back-Up:**

The Research Pharmacy locations are in buildings with back-up generators in the event there is a power outage. During off-hours, the On-Call Pharmacist will be alerted electronically (pager or cell phone) if temperatures deviate out of target ranges.

**Accountability:**

The Research Pharmacy implemented use of electronic protocol management software (Vestigo®) in May 2012 <http://www.mccreadiegroup.com/vestigo/>. This system is compliant with 21 CFR Part 11 and has been put in place to increase safety and compliance and to improve efficiency and accountability. All accountability logs for drug receipt, dispensing, returns and destructions will be maintained electronically in Vestigo. A copy of our Accountability SOP is available upon request.

**Destruction:**

The Research Pharmacy performs destruction of investigational agents according to the department’s Standard Operating Procedures (SOP). Unless otherwise indicated, investigational agents to be destroyed are placed within the biohazard container and then incinerated per institutional policy. A copy of our Destruction Policy is available upon request.