

**North Florida/South Georgia Veterans Health System Research Service
RESEARCH SERVICE (151)
STANDING OPERATING PROCEDURES**

**Ordering Non-Controlled Drugs for Preclinical Research
March 23, 2022**

The purpose of this SOP is to delineate procedures to order non-controlled / non-scheduled drugs from the North Florida / South Georgia Veterans Health System (NF/SGVHS) Investigational Drug Service (IDS) Pharmacy for preclinical (non-human) research. This SOP pertains to all non-controlled prescription drugs (including Ringers, sterile injection water, topical antibiotics, and all other non-controlled drugs) that will be administered to research animals or that will be used for other aspects of preclinical research. It does not pertain to ordering controlled / scheduled drugs for preclinical research or to ordering any drug that will be used for clinical (human) research, for which different procedures are required.

There are several mechanisms to order non-controlled drugs for preclinical research, depending on the investigator's credentials. In all instances, drugs are ordered using the Research Medication Supply Order Form (*available on the Research Service website*). Questions pertaining to this SOP should be directed to the IDS Pharmacy.

IDS Pharmacy Contacts:

Alan Mumford, PharmD: (352) 376-1611 x10-3051, Alan.Mumford@va.gov
Kelly Parks, CPhT: (352) 376-1611 x10-4369, Kelly.Parks@va.gov

Investigators with a Medical License and Prescription Signing Privileges

Investigators who fall into this category must have evidence of their medical license registered with the NF/SGVHS credentialing office before placing orders. Upon verification of prescription signing privileges, you can order drugs that are listed on your approved NF/SGVHS Institutional Animal Care and Use Committee (IACUC) and/or Safety Research Subcommittee (SRS) protocols. Simply complete the Research Medication Supply Order Form, place your name in the "Principal Investigator" section, sign (electronically or in ink) in the "Ordered by" section, and provide the document to the IDS Pharmacy contacts listed above. Note that all forms, whether electronic or hardcopy, must be provided to the IDS Pharmacy staff via the Pharmacy Services Administration office (room A-150) and should not be dropped off at the Inpatient Pharmacy window.

Investigators who have a State of Florida Drug Exemption Letter

Investigators who fall into this category must provide their State of Florida Drug Exemption Letter to the Research Pharmacy before placing orders. Upon verification of this letter, you will follow identical procedures to those described above, presuming all drugs being ordered are listed on your State of Florida Drug Exemption Letter. If a drug being ordered is not listed on your Drug Exemption Letter, then you must follow the procedures described below.

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Investigators without a State of Florida Drug Exemption Letter

Investigators in this category are strongly encouraged to obtain a State of Florida Drug Exemption Letter that lists all necessary non-controlled drugs that will be used for preclinical purposes, which simplifies ordering through the Research Pharmacy. Instructions on completing this process are below.

For investigators without a Drug Exemption Letter or who require drugs that are listed on their approved IACUC and/or SRS protocols but that are not listed on their letter, a separate procedure must be followed. In this instance, you will complete the Research Medication Supply Order Form, place your name in the “Principal Investigator” section, have a physician with a medical license and prescription writing privileges sign in the “Ordered by” section, and provide the document to the IDS Pharmacy contacts above.

In this instance, the physician who signs the Research Medication Supply Order Form must be involved in the research process and must be pre-approved by Pharmacy Service and Research Service. Contact information for NF/SGVHS Research Physicians who have been authorized / approved to sign the Research Medication Supply Order Form for other investigators are listed below. Note that the medication supply order form may be signed wet-ink or digitally using VA PIV credentials.

Authorized Research Physician Signers:

Scott Berceli, MD, PhD: Scott.Berceli@va.gov, bercesa@surgery.ufl.edu
BRRC Investigators Only – William Triggs, MD: William.Triggs@va.gov
Emergencies Only – Ilona Schmalfuss, MD: Ilona.Schmalfuss@va.gov

After Submitting Research Medication Supply Order Form

The Research Pharmacy will contact you when your drugs are ready to be dispensed. The turnaround time for drug dispensing can vary depending on several factors, so investigators are encouraged to plan according for upcoming experiments. In case of an emergency situation please contact the IDS Pharmacy at the number listed above.

How to Obtain a State of Florida Drug Exemption Letter

To obtain a Florida Drug Exemption Letter, investigators complete an online application at the Florida Department of Business and Professional Regulations (DBPR) website:

[Division of Drugs, Devices and Cosmetics – Exemption Letter for Research, Teaching and Testing – MyFloridaLicense.com](http://MyFloridaLicense.com)

Prior to completing the online application, investigators should contact the IDS Pharmacy to determine the availability of the drugs needed. In most instances, drugs may be regularly available at the IDS Pharmacy through normal supply channels. In this case, you should list the MRVAMC Investigational Drug Service Pharmacy as a vendor on the application. In other instances, drugs may not be available at the IDS

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Pharmacy. In this case, you will need to identify an outside vendor (e.g., Patterson Veterinary Supply) from whom the drug(s) can be purchased, and you should list this vendor and the MRVAMC Investigational Drug Service Pharmacy on your application.

The address for shipping drugs directly to the IDS Pharmacy is:

c/o: Alan Mumford, Pharm. D.
VA Medical Center
1601 SW Archer Rd.
Inpatient Pharmacy- Rm. A164-E
Gainesville, FL 32608