The IDS is a service center and core facility for the School of Medicine, supported through user fees, providing research pharmacy services to the entire Penn community.

### Facilities

<table>
<thead>
<tr>
<th>Facilities</th>
<th>IDS Main</th>
<th>IDS North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled R/T (20-25c)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Refrigeration (2-8c)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Freezer (-20c)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Freezer (-80c)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Liquid Nitrogen (-180c)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Emergency Generators</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Quarantine</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sterile glovebox isolators</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Equipment (IDS Main):

- Lab: water baths, refrigerated centrifuge, vortex, pumps, microscope
- Testing capabilities including:
  - Sterility (Bactec® / Rapid Assay)
  - Endotoxin (USP<85>)
  - Particulates (USP<788>)
  - Gram Staining, Tryptan Blue Staining
  - Bioburden, eColi
- Repackaging:
  - Kirby KLS0c high-speed counter
  - Blister Carding – multiple sizes
- Manufacturing:
  - Capsules: 000 through 3, AA, AAel, B
  - Quantos QS30 (capable of API-only fill for capsules down to 0.1mg)

### Temperature Records

- Temperature and humidity measured every few minutes, data on secure in-house server, alerts to multiple staff
- Temperature charts available at time of visit, monitor can take afterwards.

### Inventory Records

- ELECTRONIC inventory, labeling, patient returns tracking, audit trails, 21CFR11.
- Patient records maintained across all trials (IDS monitors co-enrollment in other trials)
- Separate SOP prepared for EVERY trial
- Electronic logs are mandatory and considered source documents. **IDS will transcribe activity onto handwritten logs only at sponsor request and this may involve additional cost.**

### Security

- Electronic locks, multiple security cameras in both IDS facilities

### Record Organization

**NOTE:** to ensure consistency across hundreds of trials,IDS may need to remove some items from sponsor-supplied binders. This is outlined in IDS SOP-301.  
- Items not required at the time of dispensing (protocol, IB, packing slips, correspondence, filled prescriptions) are stored in a file cabinet.  
- Items required for dispensing include written procedures, IVRS instructions, dosing worksheets, paper logs if required, etc.  
- All trials will have both a binder and a file in the cabinet.  
- At study close, IDS must maintain at least a copy of all of these records.  
  - IDS archives its own records through the Penn Records Center (www.archives.upenn.edu/urc).  

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**General (Group) Emails**

**Main Facility:**  
PennIDS@mail.med.upenn.edu

**North Facility:**  
IDSNorth@mail.med.upenn.edu

**Emergency after hours:**  800-670-3151

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