MTN-017 Study-Specific Procedures Manual
Overview of Section Contents and Identification of Current Section Versions

Section Number	Section Title	Version Number	Version Date	Updates and Comments
1	Introduction	1.1	11 March 2015	• Updated Section 1.1 to reflect current protocol specifications (added Clarification Memo #2 dated 27 February 2014) (v1.1) • Updated Section 1.2 to include the BRWG representative in the MTN-017 Management Team (v1.1) • Update all references to the MTN Leadership and Operations Center (LOC) formerly the Coordinating and Operations Center (CORE) and Laboratory Center (LC) formerly the MTN Network Laboratory (NL) (v1.1)
2	Documentation Requirements	1.2	11 March 2015	• New Rectal Practices CRF added to Section Appendices 2-1 and 2-2 (v1.1) • Source documentation for specimen storage and archive, and PBMC added to Appendix 2-1 (v1.2)
3	Participant Accrual and Retention	1.3	11 March 2015	• Table 3-1 was updated to reflect current accrual targets for the Fenway, Pittsburgh and San Francisco sites (v1.1) • Table 3-1 was updated to reflect current accrual targets for the Cape Town, Pittsburgh, Puerto Rico, Chiang Mai, Peru and San Francisco sites (v1.2) • Table 3-1 was updated to reflect current accrual targets for the Pittsburgh site (v1.3)
4	Informed Consent	1.1	11 March 2015	• Update all references to the MTN Leadership and Operations Center (LOC) formerly the Coordinating and Operations Center (CORE) (v1.1)
5	Study Procedures	1.4	22 April 2015	• Updated Section 5.2 to modify the list of rescreening allowances and revise timeline guidance for follow up phone calls (v1.1) • Section 5.6.4.1 was updated to clarify the timing of behavioral assessment procedures when product is temporary held or permanently discontinued during a regularly scheduled visit vs an interim visit (v1.2)

				• Update all references to the MTN Leadership and Operations Center (LOC) formerly the Coordinating and Operations Center (CORE) (v1.3) • Updated 5.6.3 to clarify the timing of study termination (v1.3) • Updated Section 5.6.4.1 to instructs sites to contact the management team regarding PK/PD collection in case of product hold/discontinuation at an interim visit (v1.4)
6	Counseling and Behavioral Considerations	1.5	11 Mach 2015	• Section 6.7.1.3 updated to add instructions to turn off the Internet Auto Complete option on CASI computers (v1.1) • Section 6.7.1.4 (Item # 13) updated to include passwords which are entered at the completion of baseline and follow up CASI questionnaires (v1.1) • Section 6.7.2.4 (Item #4) updated to include participant instructions related to SMS reporting in the event daily SMS text messages are not received (v1.1) • Section 6.7.4.2 updated to include a link to the SMS response calendar as well as instructions to access site-specific SMS files (v1.1) • Section 6.7.4.4 updated to include instructions for labeling audio files (v1.1) • Marina Mabragaña was removed (v1.1) • Section 6.7.1.4 was updated to correct the CASI questionnaire passwords (v1.2) • Section 6.7.1.4 was updated to include web-links to access the repeat Baseline Behavioral CASI questionnaire (v1.3) • Additional SMS instructions were added to Section 6.7.2.4 (v1.3) • Section 6.7.1.3 updated to add instructions to turn off the Internet Auto Complete option on CASI computers (v1.4) • Section 6.7 updated to correct when behavioral assessments are required in the event a participant is permanently discontinued from study product use (v1.5)

				• Section 6.7.1.4 updated to include additional guidance for accessing and logging in to complete the CASI questionnaires. (Per Data Communique #7) (v1.5) • Section 6.7.2.4 updated to include additional guidance for opting out of receiving SMS messages in the event study product use is permanently discontinued. (v1.5) • Section 6.7.3.1 updated to clarify selection of the IDI subset. (v1.5) • Sections 6.7.4.1 and 6.7.4.2 updated to clarify completion of the DCI and PK DCI CRFs in the event an interview is not conducted during a Mid-Period or End-Period visit or the scheduled visit is missed in its entirety (Per Data Communique #6). (v1.5) • Section 6.7.4.4 updated to include guidance on how to document transcription errors identified on the DCI CRF. (Per Data Communique #7) (v1.5)
7	Study Product Considerations For Non-Pharmacy Staff	1.1	11 March 2015	• New section 7.2.4 added to provide guidance on how to report product-related issues or problems. (v.1.1) • Section 7.6 updated to include guidance on when and how to document unused study product retrieval efforts made by site staff. (v1.1)
8	Clinical Considerations	1.5	11 March 2015	• Section 8.5.3 updated to include specimen collection procedures for the rectal sponge for adherence PK and PD. (v1.1) • Section 8.14 was updated to remove Post Exposure Prophylaxis (PEP) from the section title, and to clarify that use of FTC/TDF in a PrEP research study within 12 weeks prior to screening is not prohibited per protocol section 6.7. (v1.1) • Section 8.5.2 was updated to delete the note about gel causing interference during testing and for participants to not use gel 24 hours prior to testing (v1.2) • Section 8.4.1 was updated to include note on documentation of expected bleeding. (v1.3) • Section 8.4.1 updated to note rectal bleeding observed following anoscope insertion or swab/sponge collection, judged to be within the

				range of normal according to the clinical judgment of the IoR or designee should not be reported as an AE. If bleeding exceeds the amount considered normal by the clinician and/or is observed or reported in subsequent day(s) following anoscope insertion or swab/sponge collection is considered an AE and reported accordingly. (v1.3) • Section 8.2.1 was updated to clarify documentation requirements for participant reported use of study provided or personal lubricant, rectal enemas and douches. (v1.4) • Section 8.2.3 updated to revise guidance in event a participant reports use of a prohibited study medication during study participation (v1.5)
9	Adverse Event Reporting and Safety Monitoring	1.2	11 March 2015	• Section 9.3 was updated to include clarification on reporting of gel leakage. • Update all references to the MTN Leadership and Operations Center (LOC) formerly the Coordinating and Operations Center (CORE) (v1.2) • Section Appendix 9-1 updated to correct resources for safety and AE reporting to DAIDS.
10	Laboratory Considerations	1.5	02 October 2014	• Updated to clarify the title of Johns Hopkins University Clinical Pharmacology Analytical Lab or JHU CPAL (v1.1) • Table 10-1 and 10-2 updated to clarify specimens collected for mucosal gene expression array are rectal biopsies.(v1.1) • Section 10.6.2 updated to clarify the purpose for plasma storage collection (for confirmatory HIV serology).(v1.1) • Section 10.6.10 updated to include instructions for documenting product regimen on the LDMS Tracking Sheet which represents last product dispensation prior to plasma for PK specimen collection. (v1.1) • Section 10.7.4 updated to clarify processing procedures for the rectal sponge for PK.(v1.1) • Section 10.7.8 updated to clarify required processing time for rectal biopsy for histology (Tissue subset only).(v1.1)

				• Appendix 10-1 updated to clarify procedure for preparing reagents for biopsies.(v1.1) • Table 1.1 was updated to add information on Rectal Biopsies for PD and to change the location for testing of the Rectal Biopsies for Mucosal T cell phenotyping from NL to local lab. (v1.2) • Numbering of subsections for section 10.7 were fixed. (v1.2) • Section 10.7.6 was updated to add recording of weights of biopsies onto the MTN 017 LDMS Tracking Sheet (v1.2) • Table 10-3 was updated to include that rectal Biopsies for PD should be entered separately therefore the Primary Volume was changed from 4 to 1 and No. of Aliquot changed from 4 to 1. (v1.2) • Section 10.7.2 updated to correct zip code for shipping Anal Swab for HPV samples (v1.3) • Section 10.6.5 updated to replace all MTN Network (NL) Laboratory references with Laboratory Center (LC) and replaced 'FDA' with 'LC' approved Treponema pallidum. (v1.3) • Section 10.7.2 updated to correct zip code for shipping Anal Swab for HPV samples • Section 10.6.5 updated to replace all MTN Network (NL) Laboratory references with Laboratory Center (LC) and replaced 'FDA' with 'LC' approved Treponema pallidum. • Section 10.6.2 updated to clarify confirmatory testing procedures for sites that no longer have local access to HIV WB testing via local lab requirements. (v1.4) • Section 10.6.10 updated to clarify that PK sample shipment will be done every two weeks or as needed. (v1.4) • Section 10.7.2 updated to correct the zip code for the MTN LC. (v1.5)
11	Data Collection	1.2	11 March 2015	• Section 11.6.3 updated to specify visit code assignment for early termination visits. (v1.1) • Section 11.7 updated to include a link to Product Count Excel tool which is posted on the MTN web

				site under MTN-017 Study Implementation Materials. (v1.1) • SDMC staff contacts and email addresses updated (v1.2) • Table 11.3 updated to include the Rectal Practices CRF as appropriate (v1.2)
12	Data Communiqués	1.0	22 April 2013	• Data Communique # 1, dated 12 Aug 2013 • Data Communique #2 dated 05 Nov 2013 • Data Communique #3 dated 21 Feb 2014 • Data Communique #4 dated 18 April 2014 • Data Communique #5 dated 12 May 2014 • Data Communique #6 dated 07 August 2014 • Data Communique #7 dated 17 February 2015
13	Study Reporting Plan	1.1	11 March 2015	• SDMC staff contacts and email addresses updated (v1.1) • Table 13-1 updated to reflect revised distribution schedule for Data Quality Control (QC) Reports • Table 13-2 updated to include Product Adherence Report and applicable update schedule ad report description (v1.1) • Table 13-2 updated to revise Missed Visit Report update schedule and report description (v1.1) • Table 13-2 updated to include Protocol Deviation Summary Report description (v1.1)