



MTN-042 Operational Guidance #06: Dried Blood Spot Card Update

This operational guidance document provides instruction to sites regarding the Dried Blood Spot (DBS) Card to be used for MTN-042.

MTN-042 SSP Version 2.2 10MAY22 Section 10.7.8 specifies that the Whatman Protein Saver Card #903 must be used for DBS. The Whatman #903 Cards that do not specify “Protein Saver” are also approved for use. These cards may not contain the protective flap, so extra attention is required to ensuring cards are dry prior to storage.

Approval Signature(s)/Date(s):

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Edward Livant', is positioned to the right of the 'DocuSigned by:' text.



Signer Name: Edward Livant

Signing Reason: I am the author of this document

Signing Time: 22-Sep-2022 | 12:52 EDT

9E61B06A181441D3A698FBE00AECE2FC

Edward Livant, BSMT, MPH, MTN Laboratory Research Manager


Certificate Of Completion

Envelope Id: 14DDA1C018E74C6FA0C6E3D7167AD353	Status: Completed
Subject: Please DocuSign: MTN042_Operational-Guidance 06.docx CF02:	
Project Code/Charge Code: 100124.003.016.021.001	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ashley Mayo
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	359 Blackwell Street, Suite 200 Durham, NC 27701-2477 AMayo@fhi360.org IP Address: 73.36.165.195

Record Tracking

Status: Original 9/22/2022 12:37:45 PM	Holder: Ashley Mayo AMayo@fhi360.org	Location: DocuSign
---	---	--------------------

Signer Events

Signer Events	Signature	Timestamp
Edward Livant elivant@mwri.magee.edu Security Level: Email, Account Authentication (Required)	 Signature Adoption: Uploaded Signature Image Signature ID: 9E61B06A-1814-41D3-A698-FBE00AECF2FC Using IP Address: 74.109.216.120 With Signing Authentication via DocuSign password With Signing Reasons (on each tab): I am the author of this document	Sent: 9/22/2022 12:38:56 PM Viewed: 9/22/2022 12:51:46 PM Signed: 9/22/2022 12:52:15 PM

Electronic Record and Signature Disclosure:

Accepted: 9/22/2022 12:51:46 PM
ID: 3d5316fc-088f-4900-8598-d1ec61f25526

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	9/22/2022 12:38:56 PM
Certified Delivered	Security Checked	9/22/2022 12:51:46 PM
Signing Complete	Security Checked	9/22/2022 12:52:15 PM
Completed	Security Checked	9/22/2022 12:52:15 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Family Health International Inc - Part 11 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Family Health International Inc - Part 11:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nzimmerman@fhi360.org

To advise Family Health International Inc - Part 11 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nzimmerman@fhi360.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Family Health International Inc - Part 11

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nzimmerman@fhi360.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Family Health International Inc - Part 11

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nzimmerman@fhi360.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Family Health International Inc - Part 11 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Family Health International Inc - Part 11 during the course of your relationship with Family Health International Inc - Part 11.