### MTN 014  Enrollment Visit LDMS Specimen Tracking Sheet

*For login of stored specimens into LDMS*

#### Participant ID
- Site Number
- Participant Number
- Chk

#### Visit Code
- 2.0

#### Specimen Collection Date
- dd
- MMM
- yy

<table>
<thead>
<tr>
<th># of TUBES or SPECIMENS</th>
<th>PRIMARY SPECIMEN</th>
<th>PRIMARY ADDITIVE</th>
<th>ALIQUOT DERIVATIVE</th>
<th>SUB ADD/DERV</th>
<th>INSTRUCTIONS FOR PROCESSING LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood – Plasma Archive (BLD)</td>
<td>EDT</td>
<td>PL1/2</td>
<td>N/A</td>
<td>Store as many 1ml aliquots as possible with a total volume of aliquots ≥ to 4ml. If held at room temperature, freeze plasma within 4 hours of collection. If refrigerated or on ice, freeze plasma within 24 hours.</td>
<td></td>
</tr>
<tr>
<td>Vaginal Swabs – biomarkers (VAG)</td>
<td>PBS</td>
<td>VAG</td>
<td>N/A</td>
<td>Place swab in cryovial with PBS. Freeze within 8 hours of collection.</td>
<td></td>
</tr>
<tr>
<td>Endocervical Swabs - biomarkers (CXS)</td>
<td>PBS</td>
<td>CXS</td>
<td>N/A</td>
<td>Place swab in cryovial with PBS. Freeze within 8 hours of collection.</td>
<td></td>
</tr>
<tr>
<td>Cervicovaginal Lavage – PD and Biomarkers (CVL)</td>
<td>NSL</td>
<td>FLD</td>
<td>N/A</td>
<td>CVL supernatant for PD and Biomarkers. Freeze at ≤-70°C within 8 hours of collection.</td>
<td></td>
</tr>
<tr>
<td>Vaginal Gram Stain Slide (VAG)</td>
<td>NON</td>
<td>SLD</td>
<td>GRS</td>
<td>Label with LDMS label. Store duplicate slides (one for on-site storage, and one for shipping and testing at MTN Network Lab).</td>
<td></td>
</tr>
</tbody>
</table>
| Rectal Sponge – PD and biomarkers (REC) | NON | SPG | N/A | 1) _______ • _______ = _______ mg
2) _______ • _______ = _______ mg
Post-weight Pre-weight Net weight
Time Frozen: _______ Hour : Min
Freeze at ≤-70°C within 2 hours of collection. Enter PD into Other Spec ID field of LDMS. |
| Urine from hCG (URN) | NON | URN | N/A | Store as many 1ml aliquots as possible. Store at 4°C until freezing. Time Frozen: _______ Hour : Min
Freeze at ≤70°C within 8 hours of collection. |

#### Comments:

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### Initials:
- Sending Staff
- Receiving Staff

### LDMS Data Entry Date:
- dd
- MMM
- yy

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Version 1.0, 11-SEP-13
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Purpose: This non-DataFax form is used to document collection and entry of study specimens into the Laboratory Data Management System (LDMS).

General Information/Instructions: A copy of this form accompanies specimens for storage (in their original specimen collection containers) to the LDMS entry laboratory. Once the specimens have been entered into LDMS, this form is kept on file at the LDMS entry laboratory. If the site chooses, a copy of this completed form may be made once the specimens have been entered into LDMS and the copy kept in the participant’s study notebook. This is not required, however. Because this form is a non-DataFax form, this form should NOT be faxed to SCH ARP DataFax.

Item-specific Instructions:

• Visit Code: Record the visit code of the visit at which the specimens were collected.

• TUBES or SPECIMENS COLLECTED: In the box provided, record the total number of tubes or specimens collected for that primary specimen type. If no LDMS specimens of the primary specimen type were collected, record “0.”:

• Initials – Sending Staff: The clinic staff person who completed the form and/or who is sending the LDMS form and specimens to the LDMS entry lab, records his/her initials here.

• Initials – Receiving Staff: The laboratory staff person who received this form (and the LDMS specimens accompanying the form), records his/her initials here.

• LDMS Data Entry Date: Record the date the LDMS specimens listed on this form were entered into LDMS.

• LDMS Data Entry Date – LDMS Staff: The LDMS laboratory staff person who entered the specimens into LDMS, records his/her initials here.

LDMS CODES:

BLD: Whole Blood
CEN: Fresh cells from non-blood specimen type
CVL: Cervical Vaginal Lavage
CXS: Cervical Swab
EDT: EDTA (purple top)
FLD: Fluid portion from a non-blood specimen
FOR: Formalin
GRS: Gram stain
NSL: Normal Saline
PBS: Phosphate Buffered Saline
PL1: single spun Plasma
PL2: Double spun plasma
REC: Rectal
SLD: Slide from a primary sample
SPG: Sponge
URN: Urine
VAG: Vaginal Swab