| **Transfer Checklist (Transferring Site)** | | | |
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| **Procedure** | | **Staff Initials and Date** | **Comments:** |
| 1 | **Discuss willingness/ability of the participant to transfer to the receiving site.** |  |  |
| 2 | **Discuss and agree upon logistical details of the transfer with the receiving site** (e.g. next target visit date, special needs of participant, ongoing AEs, language fluency, participants new contact information and location, transport needs/directions to receiving site, etc.). |  |  |
| 3 | **Notify the MTN-020 study management team and the MTN Pharmacist of the transfer.** |  |  |
| 4 | **Explain the transfer arrangements to the participant and obtain her written permission to provide copies of her study records to the receiving site. Provide contact details of receiving site.** *(NOTE: If the participant has already moved and cannot return to sign the records release, this may be accomplished by the transferring site faxing the release to the receiving site for completion by the participant.)* |  |  |
| 5 | **Conduct a detailed QC of all participant records.** Ensure all pending documentation (i.e. lab results) is available and filed. Note any required follow up for the receiving site. |  |  |
| 6 | **Resolve all outstanding QCs from SCHARP.** A participant-specific QC Listing can be requested from SCHARP to help in QC resolution. |  |  |
| 7 | **Prepare certified copies of all of the participant’s study records** (i.e. all informed consent forms, locator forms, and study visit documentation including chart notes, counseling notes, visit checklists, lab results, CRFs, tracking logs/tools, etc). Optional: complete inventory log. |  |  |
| 8 | **Ship certified copies of the participant study records to the receiving site via courier or overnight mail service.** (NOTE: Copies of participant-specific records maintained in the transferring site pharmacy must be delivered directly to the receiving site pharmacy, **separate** from the participant’s clinic records. Pharmacy records may not be delivered in the same shipping envelope or carton as the clinic records.) The transferring site (clinic and pharmacy) will document all materials sent to the receiving site and inform the receiving site of the shipment date and expected arrival date. The receiving site (clinic and pharmacy) will confirm receipt of the shipment. |  |  |
| 9 | **Complete and fax a Participant Transfer CRF.** |  |  |

\*\*Note: The transferring site should maintain all original study documents on site according to study record retention requirements. The transferring site will retain responsibility for storage, and shipment to the MTN LC, if applicable, of all specimens collected from the participant prior to her transfer, unless otherwise instructed by the MTN LC.