

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 1: STUDY PURPOSE

PRIMARY RESEARCH AREAS.....	1
A. WIHS-V AIMS AND HYPOTHESES	1
B. WIHS-IV CORE AIMS AND HYPOTHESES.....	10
C. WIHS-III CORE AIMS AND HYPOTHESES.....	18
D. WIHS-II CORE RESEARCH QUESTIONS.....	27
E. WIHS-I CORE RESEARCH QUESTIONS.....	36
F. CORE HERS/WIHS RESEARCH QUESTIONS	38

SECTION 2: ORGANIZATIONAL STRUCTURE

A. CLINICAL SITES	1
B. NATIONAL COMMUNITY ADVISORY BOARD.....	2
C. WIHS DATA MANAGEMENT AND ANALYSIS CENTER (WDMAC)	2
D. NIH INSTITUTES.....	2
E. EXECUTIVE COMMITTEE	3
F. SCIENTIFIC ADVISORY BOARD.....	3
G. SCIENTIFIC CHAIRS COMMITTEE	3
H. WIHS WORKING GROUPS	3
I. WIHS COMMUNICATIONS PROCEDURES.....	3
J. DISTRIBUTION OF STUDY-WIDE CORRESPONDENCE AND MATERIALS	4
K. PROCEDURES FOR NEW PROTOCOLS AND FORMS	12
APPENDIX A: OVERVIEW OF WIHS ORGANIZATIONAL STRUCTURE	15
APPENDIX B: WIHS PUBLICATION PROCESS.....	16

SECTION 3: PUBLICATION AND PUBLICITY POLICIES

I. PUBLICATION POLICY.....	1
A. CONCEPT SHEETS (CS).....	1
B. CREDIT, AUTHORSHIP AND WRITING COMMITTEES	3
C. REQUESTS FOR DATA, SPECIMENS AND ANALYTIC SUPPORT	5
D. MANUSCRIPTS AND ABSTRACTS.....	7
E. SLIDE PRESENTATIONS.....	10
II. PUBLICITY POLICY	11
A. LOCAL PUBLICITY.....	11
B. REGIONAL/NATIONAL PUBLICITY.....	11
C. GENERAL GUIDELINES.....	11
APPENDIX A: SAMPLE ACKNOWLEDGEMENT FORMAT.....	12
APPENDIX B: LEVELS OF CONCEPT SHEET REVIEW	14
APPENDIX C: AVAILABLE CS/MSS REVIEWERS	15

SECTION 4: STUDY DESIGN

A. STUDY DESIGN	1
B. RECRUITMENT STRATEGIES	3
C. MONITROTING OF NEW RECRUIT ENROLLMENT	4
D. ELIGIBILITY CRITERIA	4
E. SCREENING PROCEDURES AND COHORT MATCHING.....	5
F. HIV TESTING	9

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 5: OVERVIEW OF THE BASELINE VISIT FOR ORIGINAL RECRUITS

A. COMPONENTS OF THE BASELINE VISIT	1
B. BASELINE VISIT SEQUENCE	4
C. ALTERNATE BASELINE VISIT SEQUENCE	5
D. BASELINE VISIT SEQUENCE MODIFICATION ALLOWANCE	5
E. COMPLETION WINDOW	5
F. DUAL ENROLLMENT	5

SECTION 6: OVERVIEW OF THE BASELINE VISIT FOR NEW RECRUITS

I. 2001/2002 RECRUITS.....	1
A. DEFINITION OF BASELINE ENROLLMENT WINDOW FOR NEW RECRUITS	1
B. COMPONENTS OF THE BASELINE VISIT FOR NEW RECRUITS.....	1
C. BASELINE VISIT SEQUENCE FOR NEW RECRUITS	4
D. COMPLETION WINDOW	4
II. 2011/2012 AND WIHS-V RECRUITS	4
A. DEFINITION OF BASELINE ENROLLMENT WINDOW FOR NEW RECRUITS	4
B. COMPONENTS OF THE BASELINE VISIT FOR NEW RECRUITS.....	4
C. BASELINE VISIT SEQUENCE FOR NEW RECRUITS	8
D. COMPLETION WINDOW	8
E. POST-VISIT CONTACT	8

SECTION 7: FOLLOW-UP VISITS

A. FOLLOW-UP VISIT SCHEDULING WINDOWS	1
B. ADMINISTRATIVE FORMS	3
C. COMPONENTS OF THE FOLLOW-UP VISIT	4
D. STANDARD FOLLOW-UP VISIT SEQUENCE	8
E. FOLLOW-UP VISIT SEQUENCE WITH NEUROCOGNITIVE BATTERY	10
F. ALTERNATE FOLLOW-UP VISIT SEQUENCE	11
G. ABBREVIATED VISIT PROTOCOL	11
H. PARTICIPANT TRACKING PROCEDURES.....	14
APPENDIX A: FASTING FACT SHEET.....	20

SECTION 8: GUIDELINES FOR CONDUCTING THE RESEARCH INTERVIEW

A. INTRODUCTION.....	1
B. QUESTION-BY-QUESTION SPECIFICATIONS (QxQs)	1
C. GETTING STARTED	2
D. GUIDELINES FOR CONDUCTING THE IN-PERSON INTERVIEW	3
E. WIHS INSTRUMENT CONVENTIONS.....	10
F. ENDING THE INTERVIEW	19
G. POINTS TO REMEMBER.....	20
H. ADDITIONAL RESPONSIBILITIES OF THE INTERVIEWER TRAINER	22
APPENDIX A: SAMPLE EVALUATION INSTRUMENT.....	26
APPENDIX B: BASIC INTERVIEWER TRAINING MODULE.....	30
APPENDIX C: BASIC INTERVIEWER TRAINING MODULE – ANSWER KEY.....	32

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 9: MEDICAL EXAM

I. NEUROPATHY ASSESSMENT	1
II. GENERAL PHYSICAL EXAM	2
A. HEIGHT AND WEIGHT	2
B. BODY HABITUS	3
C. SKINFOLD MEASUREMENT	4
D. BIOELECTRIC IMPEDANCE ANALYSIS	5
E. SKIN EXAM	6
F. ORAL EXAM	6
G. ASSESSMENT OF LYMPH NODES	6
H. BREAST EXAM	6
I. BLOOD PRESSURE MEASUREMENT	6
III. URINE COLLECTION	9
IV. GYNECOLOGICAL EXAM.....	10
A. EXTERNAL EXAM	10
B. LESION SWABS AND SLIDES	10
C. VAGINAL SPECIMEN COLLECTION PROCEDURES	10
D. CERVICAL EXAM	12
E. GYNECOLOGICAL EXAM ORDER OF SPECIMEN COLLECTION	18
F. UTERINE EXAM.....	19
G. ADNEXAL EXAM	19
H. RECTAL EXAM.....	20
V. COLPOSCOPY/BIOPSY/TREATMENT	24
A. COLPOSCOPY/BIOPSY PROTOCOL.....	24
B. PROTOCOL FOR ADMINISTERING THE TREATMENT DYSPLASIA FORM.....	26
VI. TUBERCULIN AND ANERGY SKIN TESTING	27
A. IMPORTANT NOTES.....	27
B. TUBERCULIN AND ANERGY SKIN TESTING PROCEDURES	28
C. PREPARATION OF TETANUS SKIN TEST ANTIGEN	30
D. ANERGY SKIN TEST MATERIALS.....	31
E. ANERGY TESTING IN HIV-INFECTED PERSONS AT INCREASED RISK FOR LATENT OR ACTIVE TUBERCULOSIS	31
APPENDIX A: WIHS BODY MEASUREMENT CERTIFICATION	35
APPENDIX B: ANTHROPOMETRY TRAINING MANUAL	36
APPENDIX C: ANTHROPOMETRY BODY DIAGRAMS.....	41
APPENDIX D: ANTHROPOMETRY TRAINING FORM.....	44
APPENDIX E: UAB CYTOPATHOLOGY REQUISITION	45

SECTION 10: LABORATORY SPECIMEN COLLECTION AND PROCESSING PROCEDURES

I. OVERVIEW OF SPECIMEN COLLECTION AND IDENTIFICATION	1
A. DESIGNATION OF LAB TESTS AND SPECIMENS	1
B. IDENTIFICATION OF SPECIMENS	1
C. SPECIMENS CHART	2
II. BLOOD SPECIMENS.....	9
A. BLOOD DRAWING PROTOCOL.....	9
B. HIV TESTING REQUIREMENTS.....	10

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

C.	MISSING AND REPEAT LAB TEST REQUIREMENTS	10
D.	COLLECTION METHODS AND PROCEDURES	11
E.	BLOOD SPECIMEN DESIGNATIONS	13
F.	SPECIMEN TRACKING	15
G.	PROCESSING OF PLASMA AND CELLS FROM CPT TUBES	15
H.	PROCESSING SERUM FROM RED-TOP TUBES	20
I.	PROCESSING SERUM FROM GOLD OR TIGER-TOP SERUM SEPARATOR TUBES	20
J.	PROCESSING PLASMA FROM GRAY-TOP TUBES	21
K.	PROCESSING EDTA PLASMA (LAVENDER TUBES) (FOR HIV RNA)	21
L.	PROCESSING EDTA PLASMA (PPT) (FOR HIV RNA)	21
M.	PROCESSING TUBES FOR CARDIOVASCULAR DISEASE SUBSTUDY	22
N.	PROCESSING TUBES FOR MUSCULOSKELETAL SUBSTUDY	22
O.	CRYOPRESERVATION REAGENT PREPARATION	22
III.	COLLECTION AND PROCESSING OF URINE SPECIMENS	23
A.	CVS SPECIMEN	23
B.	TEST DESIGNATIONS	24
IV.	COLLECTION AND PROCESSING OF GENITAL SPECIMENS OBTAINED DURING PHYSICAL EXAM	24
A.	VAGINAL SWABS	24
B.	CERVICO-VAGINAL LAVAGE	25
C.	CERVICAL SWABS AND PAP SMEAR	26
D.	ANAL SPECIMEN COLLECTION	28
E.	LABORATORY DESIGNATIONS BY TEST	28
V.	CENTRAL LABORATORY SHIPMENT SCHEDULE AND DIRECTORY	28
A.	SLIDES FOR BACTERIAL VAGINOSIS	28
B.	PAP SMEARS	29
C.	ANAL SUBSTUDY DACRON SWABS	30
D.	CARDIOVASCULAR SUBSTUDY CENTRAL TESTING	30
VI.	MASTER SUPPLY LISTS	32
A.	CLINICAL	32
B.	LABORATORY	34
	APPENDIX A: STANDARDIZED WIHS SPECIMEN CODES, VOLUMES AND LDMS CODES	37
	APPENDIX B: SCHEDULE OF LABORATORY EVALUATIONS	41
	APPENDIX C: SHIPMENT NOTIFICATION FORMS	43
	APPENDIX D: EXPECTED CENTRAL REPOSITORY ALIQUOTS FOR LDMS PRE-LOADS	44
	SECTION 10a: DISCONTINUED LABORATORY SPECIMEN COLLECTION AND PROCESSING PROCEDURES	
I.	OVERVIEW OF SPECIMEN COLLECTION AND IDENTIFICATION	1
A.	DESIGNATION OF LAB TESTS AND SPECIMENS	1
B.	IDENTIFICATION OF SPECIMENS	1
C.	SPECIMENS CHART	2
II.	BLOOD SPECIMENS	4
A.	PHLEBOTOMY VOLUMES AND PRIORITIES FOR THE ORDER OF BLOOD DRAW AT THE BASELINE VISIT FOR THE 1994/95 COHORT	4
B.	PHLEBOTOMY VOLUMES AND PRIORITIES FOR THE ORDER OF BLOOD DRAW AT THE BASELINE VISIT FOR THE 2001/02 COHORT	5

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

C.	PHLEBOTOMY VOLUMES AND PRIORITIES FOR THE ORDER OF BLOOD DRAW AT VISIT 2 FOR THE 1994/95 COHORT.....	5
D.	PHLEBOTOMY VOLUMES AND PRIORITIES FOR THE ORDER OF BLOOD DRAW AT ALL FOLLOW-UP VISITS THROUGH VISIT 19	6
E.	BLOOD SPECIMEN DESIGNATIONS	6
F.	SERUM CREATININE TESTING HISTORY	7
G.	LABORATORY DESIGNATIONS BY TEST	8
H.	PROCESSING PLASMA FROM CELL PREPARATION TUBES.....	9
I.	PROCESSING SERUM FROM RED-TOP TUBES	9
J.	PROCESSING WHOLE BLOOD FROM LAVENDER TUBES.....	9
III.	COLLECTION AND PROCESSING OF ORAL SPECIMENS OBTAINED DURING PHYSICAL EXAM.....	10
A.	CANDIDA SWAB ON CULTURETTE.....	10
B.	HSV CULTURE OF ORAL ULCERS OR FISSURES	10
C.	TEST DESIGNATIONS	10
D.	EXPANDED CVL PROCESSING PROTOCOL	10
IV.	COLLECTION AND PROCESSING OF URINE SPECIMENS.....	13
A.	CHLAMYDIA LCR SAMPLE.....	13
B.	GC/CHLAMYDIA LCR SAMPLE.....	13
C.	TEST DESIGNATIONS	14
D.	URINALYSIS TESTING HISTORY	14
V.	COLLECTION AND PROCESSING OF GENITAL SPECIMENS OBTAINED DURING THE PHYSICAL EXAM.....	15
A.	LESION SWABS AND SLIDES	15
B.	VAGINAL SWABS	16
C.	CERVICAL SWABS AND PAP SMEAR	16
D.	ANAL SPECIMEN COLLECTION	17
VI.	COLLECTION AND PROCESSING OF ORAL HHV-8 SPECIMENS.....	18
VII.	CENTRAL LABORATORY SHIPMENT SCHEDULE AND DIRECTORY	18
A.	SERUM FOR TOXOPLASMOSES	18
B.	SERUM FOR HTLV 1 & 2	19
C.	HSV SEROLOGY.....	19
D.	SUBGINGIVAL PLAQUE SPECIMENS	20
E.	ERYTHEMATOUS CANDIDIASIS SPECIMENS.....	20
F.	ANAL SUBSTUDY DACRON SWABS.....	20
 SECTION 11: WIHS DATA MANAGEMENT SYSTEM		
A.	APOLLO	1
B.	SECURITY	10
C.	FORMS.....	11
D.	PARTICIPANT IDENTIFICATION (ID) NUMBERS	12
E.	VARIABLE NAMES AND CODEBOOK.....	13
F.	OFFLINE EDITING.....	21
G.	DISTRIBUTION OF HISTORICAL DATA.....	22
APPENDIX A:	VARIABLE MAP OF WIHS MEDICATION DATA	24

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 12: OUTCOMES ASCERTAINMENT PROTOCOL

A. GOALS	1
B. REPORTABLE OUTCOMES	1
C. ASCERTAINMENT TRIGGERS	1
D. CREATION OF ASCERTAINMENT TRACKING CHECKLIST.....	3
E. OBTAINING MEDICAL RECORDS.....	4
F. REVIEW OF MEDICAL RECORDS	6
G. REPORTING, DATA MANAGEMENT AND USE OF FORMS	7
APPENDIX A: WIHS CRITERIA FOR CLINICAL DIAGNOSIS	11
APPENDIX B: DISEASE CODE LIST	20

SECTION 13: ORAL SUBSTUDY PROTOCOL

I. ORAL PROTOCOL RESEARCH GOALS AND OBJECTIVES	1
II. GENERAL ORAL SUBSTUDY OPERATIONS	3
A. RECRUITMENT STRATEGIES	3
B. ELIGIBILITY.....	3
C. ENROLLMENT	3
D. SCHEDULING APPOINTMENTS	4
E. FORMS.....	4
F. STORING DATA.....	4
G. INCOMPLETE VISITS	4
III. FOLLOW-UP VISITS	4
A. VISIT NUMBERS.....	4
B. SCHEDULING WINDOWS.....	5
C. LABORATORY ISSUES.....	5
IV. SEQUENCE OF PROCEDURES	6
A. MEDICAL EVALUATION	6
B. QUESTIONNAIRE	6
C. SALIVA SAMPLE COLLECTION.....	6
D. ORAL MUCOSAL TISSUE, LYMPHY NODE, AND SALIVARY GLAND EXAMINATION.....	8
E. HSV SWABS OF ORAL ULCERS OR FISSURES	11
F. TOOTH COUNT AND NUMBER OF OCCLUDING PAIRS	11
G. PLAQUE INDEX	12
H. GINGIVAL BANDING SCORE	13
I. PAPILLARY ASSESSMENT SCORES	13
J. SUBGINGIVAL PLAQUE SAMPLES	14
K. CORONAL CARIES ASSESSMENT	17
L. ROOT CARIES ASSESSMENT	21
M. GINGIVAL BLEEDING SCORE.....	22
N. LOSS OF ATTACHMENT ASSESSMENT	23
O. DENTAL PROSTHESIS ASSESSMENT.....	24
P. TREATMENT NEEDS/REFERRAL ASSESSMENT	24
V. SALIVA HIV VIRAL LOAD PROTOCOL.....	24
A. LOCAL LABORATORY PROCEDURES	24
B. PREPARATION OF SALIVA SPECIMEN.....	24

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

C. ALIQUOTING THE STIMULATED SALIVA SUPERNATANT	25
D. ALIQUOTING THE STIMULATED SALIVA VIABLE CELLS.....	25
E. CRYOPRESERVATION MATERIALS AND METHODS	26
F. ORDERING SHIPPING AND SPECIMEN SUPPLIES.....	27
G. SCHEDULING SHIPMENTS OF FROZEN SPECIMENS	27
H. PACKAGING THE SPECIMEN SHIPMENTS	27
APPENDIX A: LIST OF SALIVA HIV VIRAL LOAD PROTOCOL PARTICIPANTS.....	29
SECTION 14: NIDA HEALTH CARE UTILIZATION SUBSTUDY PROTOCOL	
A. STUDY PURPOSE.....	1
B. RESEARCH GOALS.....	1
C. BACKGROUND.....	1
D. PARTICIPANT ELIGIBILITY AND ENROLLMENT	3
E. OVERVIEW OF VISIT – INTERVIEW	3
SECTION 15: NIDA IMMUNOLOGY/VIROLOGY SUBSTUDY PROTOCOL	
A. STUDY PURPOSE.....	1
B. RESEARCH AIMS	1
C. BACKGROUND.....	2
D. PARTICIPANT ELIGIBILITY AND ENROLLMENT	3
E. OVERVIEW OF VISIT	3
F. VISIT PROCEDURES.....	4
G. INTENSIVE ANALYSES ON A SUBSET OF PARTICIPANTS.....	7
H. ADDRESSES OF WIHS-NIDA LABORATORIES	7
APPENDIX A: LIST OF THOSE ELIGIBLE FOR NIDA IMMUNOLOGY/VIROLOGY	11
APPENDIX B: FLOW CHART OF NIDA SPECIMENS	16
SECTION 16: HHV-8 PROTOCOL	
A. HYPOTHESES	1
B. SCIENTIFIC AIMS.....	1
C. BACKGROUND.....	1
D. PRELIMINARY STUDIES.....	2
E. METHODS.....	3
F. SPECIMEN COLLECTION	4
G. LABORATORY METHODS.....	5
H. DATA ANALYSIS	7
I. REFERENCES.....	7
APPENDIX A: HHV-8 COUNSELING PROTOCOL	9
SECTION 17: INTERIM EVENTS PROTOCOL	
A. OBJECTIVES	1
B. PARTICIPANT ELIGIBILITY AND ENROLLMENT	1
C. SURVEILLANCE	1
D. ASCERTAINMENT	1

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 18: PREGNANCY PROTOCOL

A. STUDY PURPOSE.....	1
B. RESEARCH GOALS.....	1
C. BACKGROUND.....	2
D. PARTICIPANT ELIGIBILITY AND ENROLLMENT	2
E. OVERVIEW OF VISIT	2
F. MEDICAL RECORD ABSTRACTION	3
G. LABELING AND DATA ENTRY OF FORMS.....	3

SECTION 19: AIDS AND CANCER SPECIMEN RESOURCE PROTOCOL

I. ACSR PROTOCOL FOR GENITAL BIOPSY COLLECTION.....	1
A. OBJECTIVE	1
B. PARTICIPANT ELIGIBILITY AND ENROLLMENT	1
C. BIOPSY PROCEDURES.....	1
D. TISSUE HANDLING PROCEDURES	1
E. BLOOD COLLECTION PROTOCOL.....	2
F. ORAL RINSE COLLECTION PROTOCOL	2
G. SPECIMEN SHIPMENT INFORMATION	3
H. ACSR DATA MANAGEMENT	4
I. SUPPLIES AND MATERIALS.....	4
II. ACSR PROTOCOL FOR RETRIEVAL OF SELF-REPORTED BIOPSIES FOR DONATION AND REVIEW	5
A. OBJECTIVES	5
B. PARTICIPANT ELIGIBILITY AND ENROLLMENT	5
C. VERIFICATION OF SELF REPORT AND PATHOLOGIC DIAGNOSIS.....	5
D. SPECIFIC PROCESS FOR OBTAINING THE CLINICALLY-DERIVED TISSUE SPECIMENS.....	7
E. SPECIMEN SHIPMENT INFORMATION	7
F. ACSR DATA MANAGEMENT	7
G. SUPPLIES AND MATERIALS.....	8
III. REVIEW OF BIOPSIES OBTAINED AT WIHS COLPOSCOPY.....	8
A. OBJECTIVE	8
B. PARTICIPANT ELIGIBILITY	8
C. VERIFICATION OF PATHOLOGIC DIAGNOSIS.....	8
D. SUPPLIES AND MATERIALS.....	8
APPENDIX A: ACSR SPECIMEN SUBMISSION/PATHOLOGY DATA FORM	9

SECTION 20: REGISTRY MATCH PROTOCOLS

A. OBJECTIVES	1
B. REGISTRIES SEARCHED	1
C. CRITERIA FOR SUBMITTING MATCHES	1
D. PROCEDURES FOR SUBMITTAL	2
E. REPORTING RESULTS.....	4
APPENDIX A: DRAFT PROTOCOL FOR COMPUTERIZED MATCH.....	8

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 21: PROSPECTIVE VIRAL RESISTANCE AND REBOUND STUDY

I. BACKGROUND AND SPECIFIC AIMS	1
II. PROSPECTIVE STUDY METHODS.....	1
A. OVERVIEW.....	1
B. PARTICIPANT ELIGIBILITY AND ENROLLMENT	1
C. ENROLLMENT PROCEDURES AND SEQUENCE OF ENROLLMENT VISIT.....	3
D. GENERAL CONSIDERATIONS	4
E. VISIT PROCEDURES AND SEQUENCE OF VISIT.....	6
F. LABORATORY PROCEDURES.....	9
G. INTERVIEW FORMS	13
H. VRS SUPPLEMENTAL PROTOCOL	15
I. WIHS VISIT 19.....	16

SECTION 22: ANAL SUBSTUDY PROTOCOL

A. HYPOTHESES	1
B. SCIENTIFIC AIMS.....	1
C. BACKGROUND.....	1
D. PRELIMINARY STUDIES.....	3
E. METHODS.....	4
F. SPECIMEN COLLECTION	8
G. LABORATORY METHODS.....	10
H. DATA MANAGEMENT.....	11
I. REFERENCES.....	12
APPENDIX A: ANAL STUDY COUNSELING PROTOCOL	14

SECTION 23: METABOLIC TOXICITY SUBSTUDY PROTOCOL

A. HYPOTHESES	1
B. SCIENTIFIC AIMS.....	1
C. BACKGROUND.....	1
D. METHODS.....	2
E. STUDY PROCEDURES.....	2
F. DATA ANALYSIS	4
G. REFERENCES.....	4

SECTION 24: HAIR COLLECTION PROTOCOL

A. STUDY PURPOSE.....	1
B. WHAT WE KNOW FROM WIHS-IV	1
C. HYPOTHESES	1
D. SPECIFIC AIMS	1
E. BACKGROUND.....	1
F. PARTICIPANT ELIGIBILITY AND ENROLLMENT	3
G. SUPPLIES NEEDED FOR HAIR COLLECTION.....	3
H. HAIR COLLECTION PROCEDURE.....	3
I. HAIR SAMPLE SHIPMENT	4

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 25: METABOLIC SUBSTUDY (PROSPECTIVE) PROTOCOL

A. STUDY PURPOSE.....	1
B. SPECIFIC AIMS.....	1
C. HYPOTHESES.....	1
D. RESEARCH DESIGN AND METHODS.....	2
E. GTT PROTOCOL.....	3
F. NMR LIPOPROFILE.....	7
G. DXA PROTOCOL.....	8
H. DONATION OF REMAINING ALIQUOTS FROM PK AND METABOLIC STUDIES TO ACSR.....	21
APPENDIX A: DXA FORMS.....	23
APPENDIX B: NOTIFICATION OF SHIPMENT TO ACSR FORM.....	31

SECTION 26: INTENSIVE PK SUBSTUDY PROTOCOL

A. STUDY PURPOSE.....	1
B. RESEARCH GOALS.....	1
C. BACKGROUND.....	1
D. OVERVIEW OF STUDY.....	2
E. PARTICIPANT ELIGIBILITY AND ENROLLMENT.....	3
F. STUDY PROCEDURES.....	3
G. INSTRUCTIONS FOR PLACING THE CATHETER AND DRAWING BLOOD.....	10
H. SPECIMEN LABELING.....	11
I. LABORATORY PROCEDURES.....	11
J. SHIPPING.....	12
K. DATA REPORTING.....	12
L. DONATION OF REMAINING ALIQUOTS FROM PK AND METABOLIC STUDIES TO ACSR.....	12
APPENDIX A: PK FLYER.....	15
APPENDIX B: SAMPLE INFORMED CONSENT FORM.....	17
APPENDIX C: NOTIFICATION OF SHIPMENT TO ACSR FORM.....	21

SECTION 27: SEX STEROID SUBSTUDY PROTOCOL

A. STUDY PURPOSE.....	1
B. BACKGORUND AND SIGNIFICANCE.....	1
C. PRELIMINARY STUDIES.....	3
D. RESEARCH DESIGN AND METHODS.....	3
E. PARTICIPANT ELIGIBILITY AND ENROLLMENT.....	4
F. SCHEDULING THE SEX STEROID VISIT.....	4
G. OVERVIEW OF THE VISIT.....	5
H. BASELINE SAMPLE COLLECTION, PROCESSING AND SHIPMENT.....	5
I. FOLLOW-UP SAMPLE COLLECTION, PROCESSING AND SHIPMENT.....	8
J. DATA REPORTING.....	8

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 28: PAP SMEAR RE-READ PROTOCOL

A. PURPOSE	1
B. PROSPECTIVE PROTOCOL.....	1
C. RETROSPECTIVE PROTOCOL.....	2
D. BUDGET ISSUES	4
APPENDIX A: FORM C60a.....	6
APPENDIX B: FORM C60b.....	7

SECTION 29: PBMC IQA PROTOCOL

I. INFORMATION AND SPECIMEN COLLECTION.....	1
A. PURPOSE	1
B. BACKGROUND AND SIGNIFICANCE.....	1
C. IRB APPROVAL.....	1
D. ELIGIBILITY OF DONORS	1
E. SPECIMEN COLLECTION	2
F. PUBLISHED CRYOPRESERVATION STUDIES	2
II. PROCESSING, FREEZING, THAWING AND SHIPPING.....	3
A. EQUIPMENT AND SUPPLIES FOR PROCESSING – ACTG	3
B. PROCESSING AND FREEZING PROCEDURE – ACTG	5
C. THAWING PROCEDURES	8
D. SHIPPING	8
APPENDIX A: SAMPLE IRB CONSENT LANGUAGE.....	11
APPENDIX B: SAMPLE PBMC QU REMINDER	14
APPENDIX C: ACTG FREEZING FORM	16
APPENDIX D: IQA CYROPRESERVATION PROJECT TIMELINE.....	17
APPENDIX E: LDMS INSTRUCTIONS.....	18
APPENDIX F: WIHS FREEZING FORM.....	25

SECTION 30: CARDIOVASCULAR SUBSTUDY PROTOCOL

A. SPECIFIC AIMS	1
B. OVERVIEW OF WIHS CARDIOVASCULAR SUBSTUDY	2
C. BACKGROUND AND SIGNIFICANCE.....	3
D. CAROTID ULTRASOUND PROTOCOL	6
E. BLOOD SAMPLES AND ASSAYS.....	16
F. CARDIOVASCULAR EVENTS	24
APPENDIX A: SUGGESTED INFORMED CONSENT LANGUAGE.....	26
APPENDIX B: SAMPLE REPORTS OF CAROTID US FINDINGS	27
APPENDIX C: TIMETABLE AND SCOPE OF STUDY	28
APPENDIX D: SAMPLE SIZE AND POWER CONSIDERATIONS	29

SECTION 31: WIHS CENTRAL REPOSITORY AND STANDARDIZED SPECIMEN LABELING

I. INCOMING SPECIMENS TO THE REPOSITORY	1
A. OVERVIEW.....	1
B. COLLECTION OF WIHS SPECIMENS	1
C. RECORDING VOLUME AND SPECIMEN TYPE.....	2
D. SPECIMEN LABELING AND SHIPPING MANIFESTS	3
E. REQUIREMENTS FOR SHIPMENT.....	6

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

F.	RECEIPT AND ACCESSIONING OF SPECIMENS.....	8
G.	WIHS TRACKING OF SHIPMENTS TO THE CENTRAL REPOSITORY	8
H.	REPOSITORY FILES.....	8
II	OUTGOING SPECIMENS FROM THE REPOSITORY	9
A.	REQUESTS TO WDMAC	9
B.	SUBMITTING FINAL SPECIMEN REQUESTS TO THE WRC	10
C.	LOCALLY PROGRAMMED SPECIMEN REQUESTS AND QC PERFORMED BY WDMAC	11
D.	RESTRICTIONS ON SAMPLES	12
E.	REQUISITION DOCUMENTATION	12
F.	REPOSITORY WITHDRAWAL.....	12
G.	TRANSFER OF RESULTS	13
	APPENDIX A: STANDARDIZED WIHS SPECIMEN CODES, VOLUMES AND LDMS CODES	15
	APPENDIX B: WIHS CENTER CODES IN THE BSI-II.....	19
	APPENDIX C: FIELDS FOR DISPLAY TAB AND CORRESPONDING OPERATOR AND VALUE SELECTIONS FOR SEARCH TAB.....	21
	APPENDIX D: DAIDS POLICIES AND RECOMMENDED PROCEDURES	22
	SECTION 32: NEUROCOGNITIVE STUDY PROTOCOL	
A.	SPECIFIC AIMS	1
B.	BACKGROUND AND SIGNIFICANCE	4
C.	WIHS NEUROCOGNITIVE PROTOCOL FOR ASSESSMENT OF COGNITION AND EDUCATIONAL EXPERIENCE	10
D.	TIMEFRAME	13
E.	ADMINISTRATION AND SCORING GUIDELINES.....	14
F.	TRAINING AND CERTIFICATION.....	23
G.	DATA TRANSMISSION TO WDMAC	24
H.	REFERENCES.....	24
	APPENDIX A: NEUROCOGNITIVE BATTERY CHECKLIST	28
	APPENDIX B: NEUROCOGNITIVE STUDY INTRODUCTION	31
	APPENDIX C: NEUROCOGNITIVE STUDY CLOSING STATEMENT	33
	APPENDIX D: WIHS NC BATTERY SCORING ISSUES LOG	35
	SECTION 33: ASSESSMENT OF PHYSICAL FUNCTIONING	
A.	STUDY PURPOSE.....	1
B.	HYPOTHESES AND SPECIFIC AIMS.....	1
C.	BACKGROUND.....	3
D.	STUDY DESIGN	5
E.	PARTICIPANT ELIGIBILITY AND ENROLLMENT	7
F.	SUPPLIES NEEDED	7
G.	PROCEDURES	8
H.	DATA TRANSMISSION TO WDMAC	10
I.	REFERENCES.....	11

**WOMEN'S INTERAGENCY HIV STUDY
MANUAL OF OPERATIONS: TABLE OF CONTENTS**

SECTION 34: LIVER BIOPSY ASCERTAINMENT PROTOCOL

A. OBJECTIVES	1
B. PARTICIPANT ELIGIBILITY AND ENROLLMENT	1
C. ASCERTAINMENT TRIGGERS	1
D. CREATION OF ASCERTAINMENT TRACKING CHECKLIST.....	1
E. OBTAINING PATHOLOGY REPORTS AND TISSUE SAMPLES.....	2
F. REVIEW OF PATHOLOGY REPORTS	2
G. REVIEW OF TISSUE SAMPLES	3
H. SUPPLIES AND MATERIALS.....	3

SECTION 35: VACCINATION CARD PROTOCOL

A. STUDY PURPOSE.....	1
B. RESEARCH GOALS.....	1
C. BACKGROUND.....	1
D. PARTICIPANT ELIGIBILITY	1
E. OVERVIEW OF DISTRIBUTION	1
F. DATA COLLECTION	2
APPENDIX A: INSTRUCTIONS TO PARTICIPANT.....	3
APPENDIX B: VACCINATION CARD	14

SECTION 36: MALT/GALT SUBSTUDY PROTOCOL

A. STUDY PURPOSE.....	1
B. BACKGROUND, SIGNIFICANCE AND PRELIMINARY STUDIES	1
C. STUDY DESIGN AND METHODS.....	3
D. COMPENSATION	10
E. SPECIMEN DISPOSITION.....	10
APPENDIX A: COMPAISON OF GALT TO ENDOMETRIUM	13
APPENDIX B: DEFINITIONS OF PHENOTYPE GROUPS FOR POSITIVE WOMEN	14
APPENDIX C: TIME AND EVENTS SCHEDULE	15
APPENDIX D: HOW TO USE CLEARBLUE URINE TEST KITS TO DETECT LH SURGE.....	16
APPENDIX E: JANE'S MALT/GALT CHEAT SHEET	18

SECTION 37: MUSCULOSKELETAL (MSK) SUBSTUDY

A. STUDY PURPOSE.....	1
B. SPECIFIC AIMS	1
C. HYPOTHESES	1
D. RESEARCH DESIGN AND METHODS	2
E. SERA AND PBMCS	3
F. FUNCTIONAL PERFORMANCE TESTS.....	4
G. DXA AND VFA PROTOCOL	19
H. QCT PROTOCOL.....	36
APPENDIX A: QUALITY ASSURANCE/CERTIFICATION CHECKLIST	54
APPENDIX B: DXA FORMS	56
APPENDIX C: FORM FOR QCT TECHNICIANS.....	57
APPENDIX D: ADDITIONAL QCT FORMS.....	60
APPENDIX E: PHYSICAL ACTIVITY QUESTIONNAIRE (PAQ).....	61
APPENDIX F: WIHS MUSCULOSKELETAL (MSK) SUBSTUDY INFORMATION SHEET	62

WOMEN’S INTERAGENCY HIV STUDY MANUAL OF OPERATIONS: TABLE OF CONTENTS
--

APPENDIX G: CONSENT FORM TEMPLATE	63
APPENDIX H: IRB PROTOCOL	64
APPENDIX I: HOW TO USE STOPWATCH	65
APPENDIX J: EGNYTE INSTRUCTIONS	67
APPENDIX K: REFERENCES.....	68

SECTION 38: ARTERIAL BRACHIAL INDEX SUBSTUDY

A. STUDY PURPOSE.....	1
B. SPECIFIC AIMS	1
C. HYPOTHESES	1
D. RESEARCH DESIGN AND METHODS	1
E. ABI PROTOCOL	2
F. ABI QA ACTIVITIES.....	5
G. SUPPORTING DOCUMENTATION	6
H. QUESTIONNAIRE ADMINISTRATION	10

SECTION 39: CERVICAL CANCER SCREENING SUBSTUDY (CCSS)

A. STUDY PURPOSE.....	1
B. SPECIFIC AIMS	1
C. RESEARCH DESIGN AND METHODS	1
D. CCSS PROCEDURES.....	2

SECTION 40: GEOCODING PROTOCOL

A. BACKGROUND AND STUDY PURPOSE.....	1
B. SCIENTIFIC AIMS.....	1
C. STUDY DESIGN	1
D. DATA SECURITY	2
E. GEOCODING PROTOCOL	2
APPENDIX A: SAMPLE INFORMED CONSENT TEMPLATE	10