

**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. CONCEPT SHEETS.....	1
A. CONCEPT SHEET DEVELOPMENT.....	1
B. CONCEPT SHEET REVIEW	3
C. CONCEPT SHEET REVISIONS.....	5
D. WIHS DATA AGREEMENTS	6
E. EXPIRATION AND DEACTIVATION OF CONCEPT SHEETS	6
II. PUBLICATION POLICY.....	7
A. CREDIT, AUTHORSHIP, AND WRITING COMMITTEES.....	8
B. REQUESTS FOR DATA, SPECIMENS, AND ANALYTIC SUPPORT	10
C. MANUSCRIPT REVIEW.....	12
D. ABSTRACT AND PRESENTATION REVIEW.....	14
E. JOURNAL SUBMISSION	15
F. SUBMISSION OF MANUSCRIPTS TO NIH	16
III. PUBLICITY POLICY	16
A. LOCAL PUBLICITY	16
B. REGIONAL/NATIONAL PUBLICITY.....	16
C. GENERAL GUIDELINES.....	17
APPENDIX A: SUGGESTED WIHS ACKNOWLEDGMENT	18

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

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.....	6
F. HIV TESTING	10

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	5
D. STANDARD FOLLOW-UP VISIT SEQUENCE	8
E. FOLLOW-UP VISIT SEQUENCE WITH NEUROCOGNITIVE BATTERY	10
F. ALTERNATE FOLLOW-UP VISIT SEQUENCE	12
G. ABBREVIATED VISIT PROTOCOL	12
H. PARTICIPANT TRACKING PROCEDURES.....	15
APPENDIX A: FASTING FACT SHEET.....	21

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

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

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
APPENDIX D: INSTRUCTIONS FOR DATA ENTRY OF F22MED AND DRUG FORMS	34
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	5
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	11
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	36
APPENDIX B: ANTHROPOMETRY TRAINING MANUAL.....	37
APPENDIX C: ANTHROPOMETRY BODY DIAGRAMS.....	42
APPENDIX D: ANTHROPOMETRY TRAINING FORM.....	45
APPENDIX E: UAB CYTOPATHOLOGY REQUISITION	46
APPENDIX F: GUIDELINES FOR WIHS-V BODY HABITUS CERTIFICATIONS/RE-CERTIFICATIONS	48

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

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.....	10
A.	BLOOD DRAWING PROTOCOL.....	10
B.	HIV TESTING REQUIREMENTS.....	11
C.	MISSING AND REPEAT LAB TEST REQUIREMENTS	11
D.	COLLECTION METHODS AND PROCEDURES	12
E.	BLOOD SPECIMEN DESIGNATIONS	14
F.	SPECIMEN TRACKING.....	17
G.	PROCESSING OF PLASMA AND CELLS FROM CPT TUBES	18
H.	PROCESSING SERUM FROM RED-TOP TUBES	22
I.	PROCESSING SERUM FROM GOLD OR TIGER-TOP SERUM SEPARATOR TUBES	22
J.	PROCESSING PLASMA FROM GRAY-TOP TUBES	23
K.	PROCESSING EDTA PLASMA (LAVENDER TUBES) (FOR HIV RNA)	23
L.	PROCESSING EDTA PLASMA (PPT) (FOR HIV RNA).....	24
M.	PROCESSING TUBES FOR CARDIOVASCULAR DISEASE SUBSTUDY.....	24
N.	PROCESSING TUBES FOR MUSCULOSKELETAL SUBSTUDY.....	24
O.	PROCESSING TUBES FOR PARTICIPANTS WITH HCV TREATMENT COMPLETED.....	24
P.	CRYOPRESERVATION REAGENT PREPARATION	24
III.	COLLECTION AND PROCESSING OF URINE SPECIMENS.....	25
A.	CLEAN VOID SPECIMEN.....	26
B.	TEST DESIGNATIONS	26
IV.	COLLECTION AND PROCESSING OF GENITAL SPECIMENS OBTAINED DURING PHYSICAL EXAM.....	26
A.	VAGINAL SWABS	26
B.	CERVICO-VAGINAL LAVAGE	27
C.	CERVICAL SWABS AND PAP SMEAR	28
D.	ANAL SPECIMEN COLLECTION	30
E.	LABORATORY DESIGNATIONS BY TEST	31
V.	CENTRAL LABORATORY SHIPMENT SCHEDULE AND DIRECTORY.....	31
A.	SLIDES FOR BACTERIAL VAGINOSIS.....	31
B.	PAP SMEARS.....	31
C.	ANAL SUBSTUDY DACRON SWABS.....	32
D.	CARDIOVASCULAR SUBSTUDY CENTRAL TESTING	32
VI.	MASTER SUPPLY LISTS	34
A.	CLINICAL.....	32
B.	LABORATORY	37
	APPENDIX A: STANDARDIZED WIHS SPECIMEN CODES, VOLUMES AND LDMS CODES	39
	APPENDIX B: SCHEDULE OF LABORATORY EVALUATIONS.....	43
	APPENDIX C: SHIPMENT NOTIFICATION FORMS	45
	APPENDIX D: EXPECTED CENTRAL REPOSITORY ALIQUOTS FOR LDMS PRE-LOADS.....	46
	APPENDIX E: WIHS SPECIMEN CONDITION CODES.....	48

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

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
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 TOXOPLASMOSIS	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

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

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

SECTION 12: OUTCOMES ASCERTAINMENT PROTOCOL

A. GOALS	1
B. REPORTABLE OUTCOMES	1
C. ASCERTAINMENT TRIGGERS	2
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	10
APPENDIX B: DISEASE CODE LIST	19

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

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

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
C.	ALIUQUOTING THE STIMULATED SALIVA SUPERNATANT	25
D.	ALIUQUOTING 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

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

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
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

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

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.....	3
APPENDIX A: DRAFT PROTOCOL FOR COMPUTERIZED MATCH.....	8

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

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

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 STORAGE AND SHIPMENT.....	7

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

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

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

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 FREZING 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

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

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
 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..... 13
 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..... 15
 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
 APPENDIX E: NEUROCOGNITIVE (NC) WAVE 4 SCHEDULING GUIDELINES 36

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

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

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

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

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
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

SECTION 41: FIBROSCAN STUDY PROTOCOL

A. BACKGROUND..... 1
B. STUDY POPULATION 2
C. INTRODUCTION TO THE FIBROSCAN 2

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

D. WIHS FIBROSCAN QUALITY ASSURANCE PROCEDURES..... 3
E. WIHS TRAINING REQUIREMENTS 3
F. SETTING UP THE FIBROSCAN AND PROBES 5
G. ENTERING PARTICIPANT DATA INTO FIBROSCAN 6
H. PARTICIPANT POSITIONING 8
I. UPLOADING FIBROSCAN DATA 12
J. SENDING SCANS TO WDMAC..... 15
K. QUALITY CONTROL REVIEW AND CERTIFICATION 15
L. REFERENCES..... 16

SECTION 42: FRAILTY PROTOCOL

A. STUDY PURPOSE..... 1
B. SPECIFIC AIMS 1
C. HYPOTHESES 1
D. RESEARCH DESIGN AND METHODS 1
E. FUNCTIONAL PERFORMANCE TESTS..... 2
APPENDIX A: QUALITY ASSURANCE/CERTIFICATION CHECKLIST 11
APPENDIX B: HOW TO USE STOPWATCH..... 12
APPENDIX C: REFERENCES 13

SECTION 43: COMPREHENSIVE ASCERTAINMENT OF HOSPITALIZATION EVENTS

A. BACKGROUND..... 1
B. SPECIFIC AIM..... 1
C. PROCEDURES 1
D. QUALITY CONTROL PROCEDURES..... 12
E. DATA ANALYSIS AND SAMPLE SIZE CALCULATIONS 12
F. REFERENCES..... 13
G. LIST OF APPENDICES 13
APPENDIX 1: CURRENT HOSPITALIZATION QUESTIONS FROM F22HX 14
APPENDIX 2: CURRENT WIHS CONSENT FORM 16
APPENDIX 3A: HOSPITALIZATION FORM..... 25
APPENDIX 3B: HOSPITALIZATION FORM QXQS 28
APPENDIX 4: CURRENT BRONX WIHS MEDICAL RECORD RELEASE 30
APPENDIX 5: INSTITUTION-SPECIFIC MEDICAL RECORD RELEASE FORMS 31