Section 5: Study Product Considerations

5.1 Overview of Section 5

This section provides instructions to the Pharmacist of Record and the study staff for the proper management of study products used in HPTN 091 including ordering, storage, randomization, dispensing, transport, administration, and record keeping of pharmacist- prepared, participant-specific study products. In addition to these specifications, the participating clinical research sites must adhere to the *Pharmacy Guidelines and Instructions for DAIDS Clinical Trial Networks* and the site Pharmacy Establishment Plan approved by the DAIDS Pharmaceutical Affairs Branch (PAB). These specifications and the protocol take precedence over this document.

5.2 Study Product

Throughout this section, the term “study product” refers to the following oral PrEP:

- emtricitabine/tenofovir disoproxil fumarate 200mg/300mg (FTC/TDF, Truvada®)
- emtricitabine/tenofovir alafenamide 200mg/25mg (FTC/TAF, Descovy®)

Gender affirming hormonal therapy is also considered study product and must be locally procured by sites

Sexually transmitted infection (STI) treatment is not considered study product and will not be provided though the study. However, sites may choose to provide STI treatment at their discretion.

5.3 Study Product Regimens

Oral PrEP:

- FTC 200 mg/TDF 300 mg will be administered as one tablet orally once daily with or without food for up to 18 months
- FTC 200 mg/TAF 25 mg will be administered as one tablet orally once daily with or without food for up to 18 months

Estrogen-based hormonal regimens will be consistent with national/international standards

5.4 Acquisition of Study Product

5.4.1 Requirements Prior to Shipment of Study Product to Sites

Before study product can be ordered by the Pharmacist of Record (PoR) at a study site, the site must be registered to the study protocol by the DAIDS Regulatory Support Center (RSC) and

- Have a DAIDS PAB-approved HPTN Pharmacy Establishment Plan with Standard Operating Procedures (SOPs).
- For non-US sites, have documentation of local authority approval for importation of the study products.

The Pharmacist of Record must keep copies of the above documents.

It is the responsibility of the Investigator of Record (IoR) and Pharmacist of Record (PoR) to know the local requirements for study product management.

Questions regarding shipment of study product to sites should be directed by the Pharmacist of Record to the HPTN 091 Protocol Pharmacists at DAIDS/PAB; Justine Beck (Justine.beck@nih.gov) and Cindy Parker (cindy.parker@nih.gov).

5.4.2 Ordering and Receiving Study Product from the CRPMC

The following items will be available from the National Institutes of Allergies and Infectious Diseases (NIAID) Clinical Research Products Management Center (CRPMC) after a site successfully completes initial DAIDS protocol registration to the study protocol:

- Emtricitabine/tenofovir disoproxil fumarate 200mg/300mg (FTC/TDF, Truvada®)
- Emtricitabine/tenofovir alafenamide 200mg/25mg (FTC/TAF, Descovy®)

Upon receipt of a shipment the PoR will verify the content of the shipment against the Study Product Request Packing Slip from the CRPMC. Once verified, the Pharmacist of Record will log into COSMOS and complete the Shipment Receipt Confirmation. If study product listed above are missing, damaged, inconsistent with the information on the packing list, or the storage conditions have not been maintained, the Pharmacist of Record should contact the HPTN 091 DAIDS Protocol Pharmacist and the CRPMC immediately by email (preferred), facsimile, or telephone.

If the study product appears damaged, the Pharmacist of Record should not dispense it until she/he has been notified in writing by the HPTN 091 DAIDS Protocol Pharmacist or the CRPMC that the protocol-provided study medication is safe for use. A hard copy of such notification and the signed verification of receipt should be retained in the site pharmacy records.

5.5 Accountability of Study Product

In accordance with the Pharmacy Guidelines and Instructions for DAIDS Clinical Trials Networks, the PoR is responsible for maintaining detailed records regarding all study products used in HPTN 091. Study Product Accountability Record forms are provided in the *Pharmacy Guidelines and Instructions for DAIDS Clinical Trial Networks* (Study Product Accountability Record, Study Product Return Form, Study Product Destruction Form and instructions). The PoR is responsible for documenting all information related to study product receipt, storage, dispensing, and final disposition. The PoR is responsible for maintaining all study product-related documents including original prescriptions, accountability records, shipping invoices, and study drug return log (for US sites), and study drug destruction form (for international sites) in the pharmacy file.

5.5.1 Chain of Custody

In addition to the requirements of the Pharmacist of Record for maintaining the Study Product Accountability Record and Participant Specific Accountability Record, if the pharmacist is not dispensing study products

directly to participants, the non-pharmacy study staff must help to ensure the chain of custody of study product by completing any applicable sections and/or the following documents in their entirety, as directed for each participant:

- HPTN 091 Record of Dispensation of Participant-Specific Study Product to Non-Pharmacy Staff (Appendix A)
- HPTN 091 Record of Return of Participant-Specific Study Product by Non-Pharmacy Staff (Appendix B)

5.5 Storage of Study Product

5.5.1 Storage of Study Product in the Pharmacy

All study products must be stored in the original bottles in a limited-access area in the pharmacy, which is accessible only to authorized pharmacy staff as specified in the site pharmacy SOP and Pharmacy Establishment Plan.

5.5.2 Short-term Storage of Participant-Specific Study Product in the Clinic

Oral PrEP:

If the PoR is not dispensing directly to participants and participant-specific study product is stored in the clinic for a short period of time (e.g., while the participant is undergoing the study visit procedures for a particular visit), it must be stored at the conditions described above in Section 8.6.1 in an area that is always locked and is accessible only to pharmacists and authorized study staff as specified in the site's SOP and Pharmacy Establishment Plan.

If the participant or site staff believes that a temperature excursion for the product has occurred per the specified temperatures described in Section 8.6.1, the PoR at the site must be contacted immediately so that she/he can dispense the appropriate participant-specific study product again as needed. In addition, the HPTN 091 DAIDS Protocol Pharmacists must be notified by email that this occurred. This email should come from the Investigator of Record or designee and should copy the PoR at the site. The PoR is responsible for ensuring that the temperature in the storage cabinet is reviewed and recorded daily. These records must be reviewed by the PoR on a monthly basis. The monthly temperature records must be provided to the PoR to be maintained in the pharmacy. These records must be available for review by site monitors.

5.6 Study Product Dispensing, Returns and Destruction

5.6.1 Study Product Dispensing

Study product will be dispensed by the PoR only upon the written/signed order of the Investigator of Record or other clinician listed on the current FDA Form 1572 who is authorized to prescribe in the site's jurisdiction. Designated clinic staff members may assist in the preparation of prescriptions by adding the participant ID number and verifying and initialing that informed consent has been provided prior to signing by the prescriber. The authorized prescriber must sign and date the prescription only after all required information has been completed for the pharmacist to dispense study products.

The site pharmacist will label the study Product with a participant specific label prior to dispensing. The participant specific label must be in accordance with the local regulations and the DAIDS Pharmacy Guidelines manual.

The site pharmacist and site study staff should maintain close communication to ensure that adequate supply of participant's oral study products is prescribed and dispensed. The participant should have about one-month buffer oral study product supply in case the participant's next scheduled clinic visit date is rescheduled within the allowable study visit window per protocol.

Participants should be advised to bring open bottles to appointments, finish an open bottle before opening a new one, and should not combine or transfer pills between open bottles.

5.6.2 Study Product Return

At US sites all returned, expired, and unused study product should be retained at the site pharmacy and stored in quarantine until the products can be returned in accordance with the procedures outlined in the manual *Pharmacy Guidelines and Instructions for DAIDS Clinical Trials Network.*

5.6.3 Study Product Destruction

At international sites all returned, expired and unused study product should be retained in the pharmacy and stored in quarantine until the products can be destroyed in accordance with the procedures outlined in the manual *Pharmacy Guidelines and Instructions for DAIDS Clinical Trials Networks.*

Appendix A

HPTN 091 Record of Dispensation of Participant-Specific Study Product to Non-Pharmacy Staff

CRS Name:	Investigator's Name:
CRS Number:	

Line #	**Date** (DD-MMM-YY) **Collected from Pharmacy**	**Time** (HH:MM) **Collected from Pharmacy**	**PTID**	**Medication Dispensed**	**# of Units Dispensed and Unit Description** (Bottles, syringes, etc.)	**Pharmacy Staff Initials**	**Clinic Staff Initials**	**Courier Initials (if applicable)**	**Comments:** Check box & add comments to back of record
1									☐
2									☐
3									☐
4									☐
5									☐
6									☐
7									☐
9									☐
10									☐
11									☐
12									☐
13									☐
14									☐
15									☐
16									☐
17									☐

Instructions:

- Complete one row each time study-supplied medication is dispensed by the pharmacy and given to study staff to be provided to a participant.
- Comments may be recorded on the back of the record; check box on the front side of record and add line number and comment to the back side of the record.

Appendix B

HPTN 091 Record of Return of Participant-Specific Study Product by Non-Pharmacy Staff

CRS Name:	Investigator's Name:
CRS Number:	

Line #	**Date** (DD-MMM-YY) **Returned by Clinic Staff**	**PTID**	**Medication Returned**	**# of Units Returned and Unit Description** (Bottles, syringes, etc.)	**Pharmacy Staff Initials**	**Clinic Staff Initials**	**Courier Initials (if applicable)**	**Comments:** Check box & add comments to back of record
1								☐
2								☐
3								☐
4								☐
5								☐
6								☐
7								☐
9								☐
10								☐
11								☐
12								☐
13								☐
14								☐
15								☐
16								☐
17								☐
18								☐

Instructions:

- Complete one row each time study-supplied medication is returned to the pharmacy by study staff or study participant.
- Comments may be recorded on the back of the record; check box on the front side of record and add line number and comment to the back side of the record.