DCLP5 Clinical Site Procedures Manual V2.0

Changes from V1.0 to V2.0

- Added infusion sets, cartridges, and lancets to supplies to be dispensed – throughout manual
- Removed reference to the Clarity site account passwords expiring every 60 days – Section 2.2
- Added follow up of ongoing AEs and end of study – Section 5.2.7
- Added definition of Unanticipated Problems – Section 5.7
- JCHR will provide sites with a USB of their study data at end of study – Section 8.2
- Identified which site personnel will be handling study supplies – Section 10.1
- Supply packing lists will be signed/dated and filed in the ISF – Section 10.1
- Regulatory chapter added for topics of noncompliance and deviations – Chapter 11

Follow up of ongoing AEs at end of study – Section 5.2.7

- In protocol AE chapter
- If any reported adverse events are present when a participant completes the study, or if a participant is withdrawn from the study due to an adverse event, the participant will be contacted for re-evaluation within 2 weeks. If the adverse event has not resolved, additional follow-up will be performed as appropriate. Every effort should be made by the Investigator or delegate to contact the participant until the adverse event has resolved or stabilized.

Unanticipated Problems – Section 5.7

- An Unanticipated Problem must meet ALL of the criteria below:
  - Unexpected (in terms of nature, severity, or frequency) given (a) the research procedures that are described in the protocol related documents, such as the IRB approved research protocol and informed consent document; and (b) the characteristics of the subject population being studied
  - Related or Possibly related to participation in the research (possibly related means there is a reasonable possibility that the incident, experience, or outcome may have been caused by the procedures involved in the research)
  - Suggests that the research places participants or others at a greater risk of harm (including physical, psychological, economic, or social harm) than was previously known or recognized.

- Unanticipated problems are to be communicated to the Coordinating Center as soon as they are identified. If there is a question as to whether or not an issue meets the definition for a reportable Unanticipated Problem, the Coordinating Center should be contacted.

Site personnel handling study supplies – Section 10.1

- Site personnel who have been certified to use the DCLP5 Inventory Tracking Application must maintain a system for storage and accountability for all study supplies. Only those certified personnel should handle study supplies.
- All packing lists will be signed/dated by the person receiving the supplies. These will be filed in the investigator site file (regulatory binder).

Noncompliance and deviations – Chapter 11

- In the event that deviations occur that could negatively impact the rights, safety or well-being of the participants or the integrity of the study data, then for-cause site visits or conference calls will be conducted with the site PI and applicable staff to address these issues where additional training, coaching or other assistance will be provided to ensure that such deviations do not recur.
- A decision will be made in conjunction with the Sponsor/Operations Committee as to whether the site will be permitted to continue to enroll participants.

Noncompliance and deviations – Chapter 11

- If these deviations recur after training, or if the deviation meets the JCHR IRB's definition of noncompliance ("Any situation, incident, or process during the conduct of human subject research that is inconsistent with any of the following: ethical standards, protocol-specific policies, and federal or state laws or regulations applicable to the research study"), then the issue will be discussed with the Sponsor/Operations Committee immediately.
- If, after remediation with the site PI, compliance is not obtained by a specified timeline, then enrollment will no longer be open at that site. If the noncompliance does not present a threat to currently enrolled participants' rights, safety or well-being, or continued data integrity, then the site will be permitted to complete the study with the active participants. If, however, there is a potential threat to currently enrolled participants' rights, safety or well-being, and/or continued data integrity, then the site will be closed out completely, including return of remaining investigational product.

Noncompliance and deviations – Chapter 11

- A deviation is any action that departs from the established policies, procedures, formal documents or processes, Good Clinical Practice, federal or state laws, or regulations applicable to the conduct of research.

- A significant deviation is any deviation that departs from the established materials in such a way that it poses an increase in the risk to participants, adversely affects the welfare, rights, or safety of the research participants, or negatively influences the scientific study integrity.

- All significant deviations (I.e. deviations to eligibility, informed consent, investigational product usage, etc.) and noncompliance relating to JCHR research must be reported to the JCHR IRB **within 7 calendar days.**

- Site will submit events that occur at their site, and JCHR will submit events not applicable to a specific site. These submissions will be made via https://jaeb.my.irbmanager.com/ using the Significant Deviation/Noncompliance Reporting application (xForm).

- Nonadherence to the study protocol on the part of a participant such as discontinuing use of the study device or missed visits are not considered to be site noncompliance with respect to regulatory reporting, provided that the site has appropriately trained the participant.