☐ Describe how and where data/specimens will be stored and describe the final disposition of the data/specimens. Include:

☐ The location of data/specimens, who will have access to the data/specimens, and how access will be controlled.

Example statements:

- Standard institutional practices will be followed as described in the OHSU Information Security and Research Data Resource Guide (http://ozone.ohsu.edu/cc/sec/isg/res_sec.pdf) to maintain the confidentiality and security of data collected in this study. Study staff will be trained with regard to these procedures.
- Paper files will be stored in locked filing cabinets in restricted access offices at OHSU.
- Electronic data is stored on restricted drives on the OHSU network.
- Electronic data will be stored on encrypted computers.
- Electronic data will be stored in a web-accessible REDCap database housed on an OHSU secure server.
- Electronic data will be stored in a custom database housed on an OHSU secure server.
- Access to data/specimens is restricted to study personnel.
- Access to data requires OHSU ID/password authentication.

☐ Method of coding data/specimens, if applicable. Include a process to protect/maintain the key to the code and limit access to the key. Coding data does not make it anonymous or anonymized, unless you destroy the key.

Example statements:

- Upon enrollment, subjects will be assigned a code that will be used instead of their name, medical record number or other personally identifying information. Electronic files for data analysis will contain only the subject code.
- Codes will not contain any part of the 18 HIPAA identifiers (initials, DOB, MRN)
- The key associating the codes and the subjects personally identifying information will be restricted to the PI and study staff. The key will be kept secure on a restricted OHSU network drive a in a limited access folder.

☐ Plans for final disposition of the data/specimens, including release to a repository (either as part of this protocol or into another protocol) or plan to destroy at the end of study.

Example Statements:

- Data will be transferred to/from XXX in files using encryption. [Note: To encrypt an email, put ‘secure:’ in the subject line of the OHSU email.]
- Data/specimens released to other investigators will be labeled with only the code.