



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Centers for Disease Control and Prevention

AUG 22 1995

National Center for Health Statistics
6525 Belcrest Road
Hyattsville, Maryland 20782

Hasmukh C. Shah, Ph.D., D.A.B.T.
Manager, Vinyl Chloride Panel
CHEMSTAR
Chemical Manufacturers Association
2501 M Street, NW
Washington, DC 20037

**RE: Approval for Amended NDI Application #84-0012A
(An Update of the Epidemiologic Mortality Study of Vinyl
Chloride Workers)**

Dear Dr. Shah:

Your amended National Death Index (NDI) application to enable you to transfer identifying death record information to a new contractor, Applied Epidemiology, Inc., study has been approved. To keep your application current, it is important that you notify us in writing whenever there are any planned changes in (1) your project's funding arrangements, (2) your study protocol, (3) your confidentiality provisions, and/or (4) organizations or consultants receiving identifying death record information.

You may now send your records to our computer facility in North Carolina. Please refer to the enclosed CHECKLIST when preparing your records for submission. The 1979-1993 NDI files are currently available for searches. The 1994 NDI file may be available by October 1995.

The National Center for Health Statistics will maintain the confidentiality of your records while they are in our possession. Our specific confidentiality assurances are enclosed. I am also enclosing a current copy of Obtaining State Death Certificates which we hope you will find useful.

We look forward to serving you. Please call me on 301-436-8951 if you have any questions.

Sincerely yours,

Robert Bilgrad, M.A., M.P.H.
Special Assistant to the Director
Division of Vital Statistics

Enclosures

CMA 119515

U.S. Department of Health and Human Services
Public Health Service
National Center for Health Statistics

CONFIDENTIALITY ASSURANCES FOR USERS OF THE NATIONAL DEATH INDEX

The National Center for Health Statistics (NCHS) assures the user of the National Death Index (NDI) that identifiable information submitted on individuals in the user's study or project will be held in strict confidence, will be used only for the purpose of searching the NDI file for possible decedents, and will not be disclosed or released without the prior written consent of the NDI user in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).

NCHS will do everything possible to prevent the accidental loss or damage of the user's magnetic tape or coding sheets; however, the user is encouraged to make and retain a copy of such material before submission to NCHS. The user's information (whether on magnetic tape or coding sheets) will be returned to the user shortly after it has been used to search the NDI master file. Accompanying the user's information will be the results of the NDI search. NCHS will not retain copies of the user's information.

The NCHS computer facility, located in Research Triangle Park, North Carolina, is responsible for receiving and processing all data submitted to NCHS by NDI users. All searches of the NDI file are performed at this computer facility. The results of each search are sent directly to the user along with the data initially submitted by the user (except when the user authorizes NCHS in writing to release the data to a third party).

Upon completing NDI services for each user, NCHS generates and stores only aggregate statistics relating to the results of the NDI matching process; e.g., number of user request records processed, number of NDI records and user request records involved in possible record matches, number of possible NDI record matches by State.... NCHS will not retain copies of the user's data or any other data generated by the NDI search that reveals the identity of individuals in the user's study or project.

Source: U.S. Department of Health and Human Services, National Center for Health Statistics, User's Manual: The National Death Index, DHHS Publication No. (PHS) 31-1148, September 1981, page 4.

CHECKLIST FOR PREPARING AND SUBMITTING YOUR RECORDS FOR A NATIONAL DEATH INDEX FILE SEARCH

The following checklist is intended to remind you of several important activities related to your upcoming NDI file search:

- _____ Refer to Chapter V of the *NDI User's Manual* for instructions on preparing and submitting your records (on magnetic tape, floppy disk, or coding sheets).
- _____ Be sure to include your assigned NDI Application Number (see letter of approval) on the third record of your data file (or at the top of each coding sheet).
- _____ Attach the enclosed *NDI User Data Transmittal Form* to the data file (or coding sheets) you send to our computer facility in Research Triangle Park, North Carolina. A copy of the NDI User Data Transmittal Form with your check or purchase order attached should be sent to our headquarters office in Hyattsville, Maryland. (Refer to the appropriate addresses at the top of the User Data Transmittal Form.)
- _____ Refer to Chapter VI of the *NDI User's Manual* for information on payment procedures. Make your check or purchase order payable to: U.S. Department of Health and Human Services, with a notation indicating payment is for National Death Index Application No. _____.

Refer to a separate handout for NDI user fees effective April 15, 1993. Two examples for calculating total record charges are presented below:

EXAMPLE: 2,000 records searched against 1987-1991 (5yrs)

$\$0.30^* \times 2,000 \text{ records} \times 5 \text{ years} = \$3,000$

EXAMPLE: 3,500 records searched against 1979-1988 (10yrs)

$\$0.30^* \times 2,500 \text{ records} \times 10 \text{ years} = \$7,500$

$\$0.15^* \times 1,000 \text{ records} \times 10 \text{ years} = \underline{1,500}$
\$9,000

Add a *service charge* of \$350* only for your *initial file* and \$100* for each additional file, including files submitted for future repeat requests. (If you are submitting your data on coding sheets, add a keying charge of \$1.00 per coding sheet.)

NOTE: If you are considering the merits of submitting multiple files to be searched against different years of deaths, you must first contact the NDI staff to determine whether this would be the most economical alternative.

***FEE INCREASE EFFECTIVE APRIL 15, 1993**

WORKSHEET FOR CALCULATING NATIONAL DEATH INDEX CHARGES

NOTE: Use this worksheet when submitting groups of records
ON ONE FILE for searches against DIFFERENT ranges of years.

YEARS SEARCHED*	NO. OF YEARS	NO. OF RECORDS	FEE\$ * (\$.30/\$.15)	RECORD CHARGES	CUMMULATIVE RECORDS*
1979-		X	X	= \$	
		X	X	= \$	
1980-		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
		X	X	= \$	
Current year only	1	X	X	= \$	
Known decedents	1	X	X	= \$	
TOTAL RECORD CHARGES					
SERVICE CHARGE (\$350 OR \$100)**					
KEYING CHARGE (\$1.00/coding sheet)***					
TOTAL NDI CHARGES					

*Use the first several rows of this worksheet to record those groups of records which need to be searched for GREATER numbers of years. Use the CUMMULATIVE RECORDS column to determine when the first 2,500 records have been reached and in which range of years that occurs. That range of years will need TWO rows to show which records in the group need to be charged the higher rate and which records receive the lower rates. For the first 2,500 records listed, the charge per record is \$0.30 for EACH YEAR searched. Each additional record is charged at \$0.15 per year.

**The service charge for the FIRST (initial) file of records is \$350. There is a \$100 service charge for processing each subsequent file of records related to the same approved NDI application.

***The keying charge for records submitted on NDI coding sheets is \$1.00 per record (in addition to the record charges and service charges.)

Before submitting your records for NDI file searches, please contact Robert Bilgram on 301-436-8951 to review your calculation of NDI charges.

Use the following address
only if you plan to EXPRESS
MAIL your data to our
computer facility in RTP, NC

Director
Division of Data Processing
National Center for Health Statistics
12 Davis Drive
RTP, NC 27709
Attn: National Death Index
Phone: 919/541-4421

National Death Index: USER DATA TRANSMITTAL FORM

MAIL THIS FORM AND YOUR TAPE (OR CODING SHEETS) TO Director, Division of Data Processing National Center for Health Statistics P O Box 12214 12 Davis Drive Research Triangle Park, NC 27709 ATTENTION: National Death Index	ALSO SEND A COPY OF THIS FORM AND YOUR PAYMENT TO NATIONAL DEATH INDEX Division of Vital Statistics National Center for Health Statistics 6525 Belcrest Road, Room 840 Hyattsville, MD 20782
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Name of Project Director:	Phone Number: ()	NDI Application Number: 84-0012A
Organization:		
Name and full mailing address of person who should be sent the results of the NDI file search:		Person to contact if NCHS has problems processing your data: Name: Phone Number: ()

A. What year(s) of death do you want included in this NDI search? (Contact NCHS if you are not sure what years are currently available for searches.)	19 ____ through 19 ____ If you are submitting MORE THAN ONE FILE of records, enter "NA" above and provide SPECIAL INSTRUCTIONS on the back of form.
B. In what form do you prefer to receive the results of the NDI search? (Please note that whenever a large volume of NDI matches is generated, NCHS may decide to send the results only on a magnetic tape or floppy disk.)	____ Cartridge tape ____ Floppy disk ____ Magnetic tape ____ Computer printout
C. Is this a "revised" data submission to correct errors in a previous data submission?	____ YES ____ NO
D. Is this a "repeat request" for an NDI search (for different years of death and/or for different study subjects)?	____ YES ____ NO
E. TECHNICAL INFORMATION ON YOUR DATA SUBMISSION:	
Transmittal date:	Form of transmittal: ____ Cartridge tape ____ Floppy disk ____ Magnetic tape ____ Coding sheets
Number of records of study subjects:	
Volume serial number:	Data Set Name (DSN):
Record length: (Only 100-position records are accepted)	Block size:
Bytes per inch (BPI):	IBM standard label tape? ____ YES ____ NO

Special instructions or comments regarding the process of your data: (NOTE: If your data tape or floppy disk contains more than one file, please clearly indicate HOW MANY RECORDS are on each file and which YEAR(S) OF DEATHS each file should be searched against.)

PAYMENT IS BEING MADE BY: ☐ Check: ☐ attached ☐ pending ☐ Purchase order # _____ ☐ Interagency agreement # _____ ☐ Other (specify): _____		AMOUNT OF PAYMENT: (Confirm with NDI Staff) a) Service charge(s): \$ _____ b) Per record charges (total): \$ _____ c) Keying charges: \$ _____ d) TOTAL PAYMENT: \$ _____	
NAME OF PERSON AUTHORIZED TO REQUEST THIS NDI SEARCH:		SIGNATURE	
		DATE	

FOR NCHS OFFICE USE ONLY	
1. Date data RECEIVED: _____ 2. Date PROCESSED: _____ 3. Date NDI OUTPUT SENT: _____ 4. Type of output: ☐ (C) ☐ (R) ☐ (F) ☐ (P) 5. CPU time: _____ (h) _____ (m) _____ (s) 6. Wall time: _____ (h) _____ (m) _____ (s) 7. TOTAL records of study subjects: _____	8. NDI CHARGES: a) Service charge: \$ _____ b) Per record charge: \$ _____ c) Keying charge: \$ _____ d) TOTAL CHARGE: \$ _____ 9. Date check or purchase order received: _____ 10. Date delivered to Office of Financial Management: _____
REQUIRED ACTION: ☐ Deposit check ☐ Invoice against purchase order ☐ Charge interagency agreement # _____	
Special instructions or comments:	

Public reporting burden for this collection of information is estimated to average 18 minutes per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to PHS Reports Clearance Officer; ATTN: PRA: Hubert Humphrey Building, Rm. 721-H, 200 Independence Avenue, SW; Washington, DC 20201, and to the Office of Management and Budget; Paperwork Reduction Project (0920-0215); Washington, DC 20503.

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