

## Appendix 1: Instructions for Obtaining Secure IBIS-PH Access: Public Health Professionals

### Instructions for Obtaining Secure IBIS-PH Access: Public Health Professionals

The Utah Environmental Public Health Tracking Program (Utah Tracking Program) is an activity within the Utah Department of Health that makes data available from health outcome registries, biomonitoring registries, environmental monitoring information systems, and environmental hazards databases in a data warehouse. The Utah Tracking Program serves as a custodian of the data which is owned by several agencies and programs. The data owners retain the role of data owners/stewards for data stored within the Utah Environmental Public Health Tracking Network (Utah Tracking Network) data warehouse.

Work-related surveillance using data in Utah's Secure Indicator Based Information System for Public Health (Secure IBIS-PH) requires approval from the data owner(s) through the Utah Tracking Program's Scientific Review Board (SRB). The instructions below pertain to work-related access to Secure IBIS-PH for public health professionals. (Please see separate instructions contained in the *Third Party Application for Access to Secure IBIS-PH for Research Projects* for more information about obtaining SRB approval for specific research projects.)

All research that will involve human subjects requires review by an Institutional Review Board (IRB), as per Title 45 Code of Federal Regulations Part 46 (<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.101>). If your research will involve human subjects, you must receive IRB approval before commencing research. IRB approval must be obtained from all institutions participating in your research in any way. The participatory functions of institutions may include sponsoring, collaborating, playing an advisory role, providing data and other resources, or any other involvement not listed here. If the research requires an IRB approval, that approval will have to be obtained separately from the SRB approval. The SRB does not substitute for an IRB.

To apply for approval to access and use Utah Tracking Network data on Secure IBIS-PH or in any other way, please complete the steps that follow. All individuals who need to directly log into the Secure IBIS-PH or otherwise directly handle secure data must complete a separate application.

- 1. Secure IBIS-PH Access Request.** Completely fill out the Secure IBIS-PH Access Request, including which data query modules or datasets you need to access (specifying the geographic region), reasons why accessing this information is related to your work, and time frame (up to one year, with annual renewals upon verification that your public health responsibilities continue to warrant access to the data).
- 2. Secure IBIS-PH Access Agreement Form.** Review the Secure IBIS-PH Access Agreement Form, and attach a signed and dated copy to the Secure IBIS-PH Access Request. All program personnel with whom public health professionals need to discuss the data or who may perform an administrative function must complete and submit a separate signed Secure IBIS-PH Access Agreement Form, even if they do not need to directly access or handle Utah Tracking Network data.

## **Appendix 1: Instructions for Obtaining Secure IBIS-PH Access: Public Health Professionals**

Completed applications with all of the above items attached should be submitted to the Environmental Epidemiology Program at the Utah Department of Health in BOTH of the following formats:

- one original, signed, paper copy.
- one electronic copy as a PDF.

Completed applications should be submitted to:

Environmental Epidemiology Program  
ATTN: Utah Tracking Program Scientific Review Board  
Utah Department of Health  
P.O. Box 142104  
Salt Lake City, Utah 84114-2104  
Fax: (801) 538-6564

AND

EEP@utah.gov

The Environmental Epidemiology Program will coordinate the SRB review process. The SRB will review complete applications and approve and/or provide feedback on the application within two weeks of submission. After the SRB has approved your request, the Utah Tracking Program will provide specific instructions on accessing the data you requested.