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Health
Division

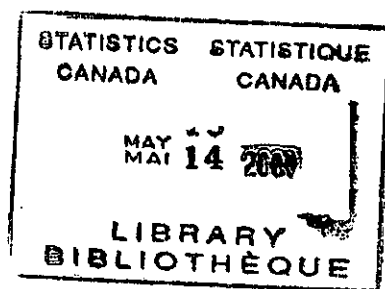
Division
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APPLICATION PACKAGE

Occupational and Environmental Health Research Unit
1988

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CANADIAN MORTALITY DATA BASE

APPLICATION PACKAGE

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WHAT IS THE CANADIAN MORTALITY DATA BASE?

An important development at Statistics Canada has been the creation of the Canadian Mortality Data Base (dating back to 1950) in machine-readable form, together with a computer system that will link pre-existing data files to it. The use of these files and facilities at Statistics Canada is now available, at modest cost, as a proven tool to carry out statistical research on delayed health risks. The Canadian Mortality Data Base is designed to be conveniently searched by computer and to yield death dates and underlying causes of death among members of the study population.

WHAT KINDS OF STUDIES DOES THE OCCUPATIONAL AND ENVIRONMENTAL HEALTH RESEARCH UNIT DO?

There is a growing interest in the effects of occupational, lifestyle, socio-economic and other factors on the health of individuals. By using the automated long term follow-up facilities, study cohorts - selected on the basis of whether they are exposed to risk, received a specified preventive or therapeutic procedure, or possess a certain characteristic - are followed to assess the outcome of exposure, the procedure, or effect of the characteristic.

We at Statistics Canada have the Canadian Mortality Data Base and the automated facilities to carry out such studies. You supply us with the starting point file according to details provided in our data collection package. The studies are carried out on a cost recovery basis.

HOW DO I APPLY TO USE THE CANADIAN MORTALITY DATA BASE?

This standard application form is available for you to outline your study proposal. It also provides details concerning the criteria required for approval of specific projects, as well as legal and confidentiality requirements.

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- French	

Appendix

Manual Mortality Data Base Searches

- Rules
- Codes and Abbreviations
- Sample Computer Output Header Descriptions

GENERAL BACKGROUND INFORMATION

Statistics Canada will undertake record linkage activities only if all the following conditions are satisfied:

- . the purpose of the record linkage is statistical/research and is consistent with the mandate of Statistics Canada as described in the Statistics Act; and
- . the products of the record linkage activity will be released only in accordance with the confidentiality provisions of the Statistics Act and with any applicable requirements of the Privacy Act; and
- . the record linkage activity has demonstrable cost or respondent savings over other alternatives, or is the only feasible option; and
- . the record linkage activity will not be used for purposes that can be detrimental to the individuals involved and the benefits to be derived from such a linkage are clearly in the public interest; and
- . the record linkage activity is judged not to jeopardize the future conduct of Statistics Canada's programs; and
- . the linkage satisfies a prescribed review and approval process.

REVIEW AND APPROVAL PROCESS

Statistics Canada's Confidentiality and Legislation Committee will review all record linkage proposals and formulate its recommendations to the Chief Statistician's Policy Committee. After assessment by the Policy Committee, the Chief Statistician will refer for ministerial decision those recommendations he supports.

Applications for linkage are prepared using the information you provide. The process usually requires 3 months from receipt of this information. We will contact you as soon as the outcome is known. Please do not submit data until you are notified that your application has been approved.

GENERAL INSTRUCTIONS

1. A separate application form is required for each study or project.
2. Type or print in ink all answers to questions. Enter "NA" for those questions which are "not applicable." Make your responses as specific as possible. If you require additional space for some answers, insert a separate page(s) and number each answer.
3. For computer searches and manual searches for which records will be submitted on magnetic tape, please prepare a record layout and include a data dictionary with codes and definitions. Samples of these are attached.
4. Please complete the Preservation of Confidentiality Statements found at the end of this document (one English, one French) on your own letter headed paper. These will be sent by Statistics Canada to the provincial registrars.
5. For manual searches, see attached Appendix - "Manual Mortality Data Base Search Requests" - with guidelines for the preferred listing format of your file.
6. Please call us if you require assistance in completing any part of the application form or would like additional copies of the form. Send the ORIGINAL application form to the following address (AND RETAIN A COPY FOR YOUR FILES):

Occupational and Environmental Health Research Unit
Vital Statistics and Disease Registries Section
Health Division
R. H. Coats Building, 18 Floor
Tunney's Pasture
Ottawa, Ontario, K1A 0T6

Telephone: (613) 951-1734

Attention: Martha Fair

I. ORGANIZATION OR INDIVIDUAL REQUESTING USE OF THE MORTALITY DATA BASE

A. Project Manager:		
B. Title:		
C. Organization: (Include branch div., dept. etc.)		
D. Street Address or P.O. Box:		
E. City, Province and Postal Code:		
F. Telephone: (include area code)		
G. Other person who may be contacted if more information is needed.	Name:	
	Telephone:	

II. SUMMARY OF PROTOCOL OR PROJECT ACTIVITIES

It is understood that some users of the CMDB might be only indirectly involved in research or statistical activities; e.g. preparing and main

your own project activities and then indicate how your data will be used by other organizations.

A. Title of study or project:

B. Name and address of sponsor(s) for this project: (if any)

C. Describe the health or medical problem(s) addressed by your investigation. What are the primary objectives? Include a description of hypotheses to be tested.

Disease or exposure registries (e.g. cancer or occupational registries) should include the following information: (1) the date the registry was founded, (2) the purposes of the registry, and (3) the eligibility criteria for including persons in the registry.

D. Summarize the study protocol or project activities. Indicate specifically how data obtained from the CMDB will be used.

E. Has the study or project been reviewed earlier and approved?

_____Yes _____No

If yes, give the name of the review board and date of approval.

F. Are there any earlier relevant papers associated with this study?

_____Yes _____No

If yes, please give references, and if possible attach a copy.

III. BENEFITS OF CMD8 SEARCH

- A. Indicate how the benefits to be derived from this linkage are clearly in the public interest and do not in any way disadvantage any individual identified in any of the records involved in the linkage.

- B. Indicate how the use of the MDB has demonstrable cost or respondent burden savings over other alternatives or is the only feasible option for the study.

IV. MAINTAINING THE CONFIDENTIALITY OF THE MORTALITY DATA BASE

A. What specific items of death record information are required for use in your study?

- 1) year of death _____
- 2) month of death _____
- 3) day of death _____
- 4) province of death _____
- 5) underlying cause of death _____
- 6) province or country of birth _____
- 7) other (please explain) _____

B. What product is required from this linkage?

- 1) statistical tables _____
- 2) magnetic tape file _____

If a magnetic tape file is required, what information from the records on your files needs to be retained?

- 3) analysis tables prepared at Statistics Canada e.g. the Monson routine which produces Standardized Mortality Ratios for 174 different groupings of causes of death. _____

C. In what form and to whom will the results of your study or activities be released?

D. How will you maintain the confidentiality of data obtained from the Canadian Mortality Data Base? Include an explanation of how such data will be stored and who will be responsible for its safe keeping.

E. If a proposal requires that a record must be retained in linked form after the initial linkage, a supporting rationale must be provided in the submission.

Will it be necessary for Statistics Canada to retain the composite (linked) records?
(See also Section VII) _____ Yes _____ No

If yes, for how long?

F. Based on the results of the CMDB file search(es), will copies of death certificates be required for use within Statistics Canada?

_____ Yes _____ No

If yes, what is the purpose for which prints would be required?

1. For manual resolution of doubtful cases _____
2. For recoding of ICD cause of death information
(To standardize ICD codes across the time of
your study) _____
3. To obtain contributing cause of death
(Only underlying cause of death is coded
on the MDB) _____
4. Other (please explain) _____

V. TIMING OF REQUESTED PROJECT

A. When do you expect to have your file ready for linkage.

Date _____

B. Linkage projects usually take between six months and one year. When is it necessary to have the results of your linkage.

Date _____

VI. OTHER DATA USERS AND USES

- A. For the purposes of this research project, as described in II above "Summary of Protocol or Project Activities", will any of the data obtained from Statistics Canada be used by other organizations; e.g. other divisions, agencies, consultants, contractors and/or subcontractors?

_____ Yes _____ No

If YES, please explain.

- B. Will the data obtained from Statistics Canada be used directly or indirectly for any research project other than the one described in II above?

_____ Yes _____ No

If YES, please explain.

VII. DATA TO BE SUBMITTED TO STATISTICS CANADA

- A. In order to carry out record linkage with the Canadian Mortality Data Base, records on the nominal roll file should have as a minimum, the following information:

Surname
First Given Name
Date of Birth
Sex Code

It is desirable to have as many of the following data items as possible.

Indicate which of these data items will be provided on your file. Please note that for the given name field it is important to specify whether the complete given name or only an initial is available.

	YES	NO	If YES, on what % of your records
1. Surname	_____	_____	_____
2. Alternate surnames ever used	_____	_____	_____ /
3. First given name	_____	_____	_____
4. First initial if given name not available	_____	_____	_____
5. Second given name	_____	_____	_____
6. Second initial if given name not available	_____	_____	_____
7. Usual name or nickname	_____	_____	_____
8. Sex	_____	_____	_____
9. Marital Status	_____	_____	_____
10. Year of birth (incl. century)	_____	_____	_____
11. Month of birth	_____	_____	_____
12. Day of birth	_____	_____	_____
13. Birth province or country	_____	_____	_____
14. Birth city or place	_____	_____	_____
15. Father's surname	_____	_____	_____
16. Father's first given name	_____	_____	_____

	YES	NO	If YES, on what % of your records
17. Father's first initial if first given name not available	_____	_____	_____
18. Father's second given name	_____	_____	_____
19. Father's second initial if second given name not available	_____	_____	_____
20. Father's birth province or country	_____	_____	_____
21. Mother's maiden name	_____	_____	_____
22. Mother's first given name	_____	_____	_____
23. Mother's first initial if first given name not available	_____	_____	_____
24. Mother's second given name	_____	_____	_____
25. Mother's second initial if second given name not available	_____	_____	_____
26. Mother's birth province or country	_____	_____	_____
27. Own place of residence (province or country)	_____	_____	_____
28. Own place of residence (city/town)	_____	_____	_____
29. Last known year alive	_____	_____	_____
30. Year of death	_____	_____	_____
31. Month of death	_____	_____	_____
32. Day of death	_____	_____	_____
33. Place of death (city/town)	_____	_____	_____
34. Place of death (province/country)	_____	_____	_____
35. Social Insurance Number	_____	_____	_____
36. Death Registration Number	_____	_____	_____

<p>B.</p> <p>i) How many persons are included in your study population?</p> <p>ii) Estimated number of deaths expected in the study population?</p>	<u>Total No.</u>	<u>Males</u>	<u>Females</u>
<p>C. Against which years of death do you wish your file to be linked?</p>			
<p>D. The scheduled termination date for the study (or whether the study is ongoing or open-ended).</p>			

VIII. FUTURE USES OF THE CANADIAN MORTALITY DATA BASE

A. Do you anticipate using the CMDDB again in the future for the purpose of updating this study?

_____ Yes _____ Maybe _____ No

If yes,

How many future searches do you expect to make? _____

B. Please check the applicable time interval for repeat requests:

_____ ANNUALLY until approximately

_____ year/month

_____ BIENNIALY until approximately

_____ year/month

_____ Other time interval(s) until approximately

_____ year/month

Please specify:

IX. FOLLOWBACK INVESTIGATIONS

No contact is to be established with any relatives of the deceased or with any other person or institution identified from the death information provided, unless authorized by the appropriate provincial or territorial vital statistics registrar.

A. Will your study require "followback" investigations to obtain additional information from the decedents' next of kin, physicians, and/or other individuals?

_____ Yes _____ No

If yes, answer questions 1 and 2 below:

1. Briefly describe the following:

i) Types of followback respondents to be contacted.

ii) Information to be obtained from each type of respondent.

iii) Name(s) of the organization(s) or consultant(s) who will be contacting each type of respondent.

iv) Methods to be used in conducting such investigations, including how each type of contact will be made.

2. How will you maintain the confidentiality of identifiable data obtained from the followback investigations? Include an explanation of how such data will be stored as well as how and when you will dispose of the data.

X. **TECHNICAL INFORMATION ABOUT THE DATA TO BE SUBMITTED TO STATISTICS CANADA**
(Sections A and B apply only to computer searches and manual searches for which a tape will be supplied to Statistics Canada).

<p>A. Will your records be submitted on a magnetic tape which is compatible with IBM or AMDAHL? _____ Yes _____ No _____ Unknown</p> <p>What type of computer system does your institution have? _____</p>																							
<p>B. Please describe the magnetic tape you will be submitting:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;"><u>Preferred</u></th> <th style="width: 25%; text-align: center;"><u>Actual</u></th> </tr> </thead> <tbody> <tr> <td>1. labels</td> <td>OS Standard</td> <td>_____</td> </tr> <tr> <td>2. data representation</td> <td>EBCDIC</td> <td>_____</td> </tr> <tr> <td>3. tape density</td> <td>6250 bpi</td> <td>_____</td> </tr> <tr> <td>4. record format</td> <td>Fixed Block (FB)</td> <td>_____</td> </tr> <tr> <td>5. record length</td> <td></td> <td>_____</td> </tr> <tr> <td>6. block size (do not exceed 32,000)</td> <td></td> <td>_____</td> </tr> </tbody> </table>				<u>Preferred</u>	<u>Actual</u>	1. labels	OS Standard	_____	2. data representation	EBCDIC	_____	3. tape density	6250 bpi	_____	4. record format	Fixed Block (FB)	_____	5. record length		_____	6. block size (do not exceed 32,000)		_____
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2. data representation	EBCDIC	_____																					
3. tape density	6250 bpi	_____																					
4. record format	Fixed Block (FB)	_____																					
5. record length		_____																					
6. block size (do not exceed 32,000)		_____																					
<p>C. How many records do you expect to submit? _____</p>																							
<p>D. Please attach a copy of the record layout of your file. A blank form is supplied at the end of this document.</p>																							
<p>E. Please complete a data dictionary giving your coded information meanings, see sample at end of document.</p>																							
<p>F. Will the records adhere to coding instructions?</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">1. names in fixed fields</td> <td style="width: 20%; text-align: center;">_____ Yes</td> <td style="width: 20%; text-align: center;">_____ No</td> </tr> <tr> <td>2. geographic codings (e.g. Census Division)</td> <td style="text-align: center;">_____ Yes</td> <td style="text-align: center;">_____ No</td> </tr> <tr> <td>3. birth places coded (e.g. Country, Province)</td> <td style="text-align: center;">_____ Yes</td> <td style="text-align: center;">_____ No</td> </tr> </tbody> </table>			1. names in fixed fields	_____ Yes	_____ No	2. geographic codings (e.g. Census Division)	_____ Yes	_____ No	3. birth places coded (e.g. Country, Province)	_____ Yes	_____ No												
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2. geographic codings (e.g. Census Division)	_____ Yes	_____ No																					
3. birth places coded (e.g. Country, Province)	_____ Yes	_____ No																					
<p>G. Have the data you plan to submit to Statistics Canada been obtained?</p> <p style="text-align: right;">_____ Yes _____ No</p> <p>When will your file be ready for linkage? _____</p> <p style="text-align: right;">year/month</p>																							

H. After the linkage, will you be submitting other tapes (e.g. work histories, exposure data) to be merged with the linked file?

_____ Yes _____ No

If yes, please enclose the record layouts and data dictionaries for additional tapes.

SAMPLE FILE RECORD - LAYOUT

(See Codes in Appendix: For Fuller Explanation
See the Data Collection Package)
Prepare a Similar Record Layout for Your File Omitting
Any Field Not Available

					AVAILABLE	
=====					=====	
FIELD	SIZE	POSITION	TYPE	TITLE	YES	NO
=====					=====	
	1	1	A/N	WORKSITE CODE/COHORT CODE	_____	_____
*	9	2-10	A/N	EMPLOYEE NUMBER/CASE NUMBER	_____	_____
	1	11	N	CONTROL CODE DIGIT	_____	_____
*	21	12-32	A	SURNAME	_____	_____
*	21	ETC.	A	MAIDEN SURNAME	_____	_____
*	21		A	OTHER SURNAME(S) USED	_____	_____
*	9		A	FIRST GIVEN NAME	_____	_____
*	7		A	SECOND GIVEN NAME	_____	_____
*	7		A	THIRD GIVEN NAME	_____	_____
*	7		A	NICKNAME	_____	_____
	3		A	TITLE	_____	_____
*	1		N	SEX	_____	_____
*	1		N	MARITAL STATUS	_____	_____
*	8		N	BIRTH DATE (YEAR, MONTH, DAY)	_____	_____
*	2		N	BIRTH PLACE CODE	_____	_____
	10		A	BIRTH CITY	_____	_____
*	10		A	FATHER'S SURNAME	_____	_____
*	9		A	FATHER'S FIRST GIVEN NAME	_____	_____
*	7		A	FATHER'S SECOND GIVEN NAME	_____	_____
*	2		N	FATHER'S BIRTH PLACE CODE	_____	_____
	10		A	FATHER'S BIRTH CITY	_____	_____

R E C O R D - L A Y O U T
(CONTINUED)

=====						AVAILABLE	
						YES	NO
=====						=====	
	FIELD	SIZE	POSITION	TYPE	TITLE		
+		8		N	FATHER'S BIRTH DATE	—	—
*		10		A	MOTHER'S MAIDEN SURNAME	—	—
*		9		A	MOTHER'S FIRST GIVEN NAME	—	—
*		7		A	MOTHER'S SECOND GIVEN NAME	—	—
*		2		N	MOTHER'S BIRTH PLACE CODE	—	—
		10		A	MOTHER'S BIRTH CITY	—	—
+		8		N	MOTHER'S BIRTH DATE	—	—
*		10		A	SPOUSE'S BIRTH SURNAME	—	—
*		9		A	SPOUSE'S FIRST GIVEN NAME	—	—
		7		A	SPOUSE'S SECOND GIVEN NAME	—	—
		2		N	SPOUSE'S BIRTH PLACE CODE	—	—
		10		A	SPOUSE'S BIRTH CITY	—	—
		8		N	SPOUSE'S BIRTH DATE	—	—
		2		N	MARRIAGE PLACE CODE	—	—
		8		N	MARRIAGE DATE	—	—
		9		N	SOCIAL INSURANCE NUMBER	—	—
		10		N	PROVINCIAL HEALTH INSURANCE NUMBER	—	—
		2		N	PERMANENT HOME PROVINCE CODE	—	—
*		46		A/N	PERMANENT HOME ADDRESS	—	—
		8		A/N	PENSION PLAN NUMBER	—	—
#		6		N	WORK HISTORY - HIRE DATE	—	—

R E C O R D - L A Y O U T (CONTINUED)

=====						AVAILABLE	
	FIELD	SIZE	POSITION	TYPE	TITLE	YES	NO
#		6		N	WORK HISTORY - TERMINATION DATE	—	—
		1		N	VITAL STATUS	—	—
		1		N	SOURCE OF INFORMATION	—	—
*		4		N	LAST KNOWN YEAR ALIVE	—	—
		2		N	LAST KNOWN PROVINCE/COUNTRY CODE	—	—
		46		A/N	LAST KNOWN ADDRESS	—	—
*		8		N	DATE OF DEATH	—	—
		2		N	PLACE OF DEATH CODE	—	—
		10		A	CITY OF DEATH	—	—
		10		A	DEATH CERTIFICATE NUMBER	—	—
		4		A/N	CAUSE OF DEATH	—	—
					OTHER FIELDS	—	—

NOTES:

- * TOP PRIORITY SHOULD BE GIVEN TO COLLECTING THE ITEMS IDENTIFIED WITH ASTERISKS (*). BIRTH DATE IS ONE OF THE MORE IMPORTANT ITEMS AND EXTRA EFFORT SHOULD BE MADE TO COLLECT THIS ITEM.
THE MINIMUM INFORMATION NEEDED TO ALLOW FOR A HEALTH STUDY USING THE CANADIAN MORTALITY DATA BASE (CMDB) IS: LAST NAME, FIRST GIVEN NAME, SEX AND FULL DATE OF BIRTH (DAY, MONTH AND YEAR)
- + FOR GENETIC STUDIES ADDITIONAL PARENTAL VARIABLES WILL BE REQUIRED PARTICULARLY THOSE DENOTED WITH AN (+).
- # WORK HISTORY DATES ARE VERY IMPORTANT FOR USE IN THE ANALYSIS OF ANY OCCUPATIONAL HEALTH STUDY, ESPECIALLY THE HIRE DATE YEAR OR THE YEAR THE EXPOSURE STARTED, AND THE TERMINATION YEAR OR THE YEAR THE EXPOSURE/ FOLLOW-UP ENDED. THESE VARIABLES ARE USED IN THE MONSON ROUTINE.

EMPLOYEE HEALTH STUDY
STARTING POINT FILE TO BE LINKED
TO THE MORTALITY DATA BASE

[illegible]

RECORD - LAYOUT
EMPLOYEE HEALTH STUDY
(CONTINUED)

[illegible]

R E C O R D - L A Y O U T
E M P L O Y E E H E A L T H S T U D Y
(CONTINUED)

=====					% OF REC- ORDS	STATISTICS CANADA SAS RUN INFO
FIELD	SIZE	POSITION	TYPE	TITLE		
=====					----	-----
					----	-----
					----	-----
					----	-----
					----	-----
					----	-----
					----	-----
					----	-----
					----	-----
					----	-----
					----	-----

NOTES:

SAMPLE

DATE: 2 June 87

PAGE: 35

DATA DICTIONARY

FIELD TITLE: Birth Month

TYPE: A/N

COHORT FILE

Field Number: 16

Size: 2

Position: 65-66

FIELD DESCRIPTION

Respondents birth month

CODE DEFINITIONS

01 - January	07 - July
02 - February	08 - August
03 - March	09 - September
04 - April	10 - October
05 - May	11 - November
06 - June	12 - December
	Blank - Not stated

EDITS

SAS RUN REQUIREMENTS (to be completed by Statistics Canada)

DATE:

PAGE:

DATA DICTIONARY

FIELD TITLE:

TYPE:

COHORT FILE

Field Number:

Size:

Position:

FIELD DESCRIPTION

CODE DEFINITIONS

EDITS

SAS RUN REQUIREMENTS (to be completed by Statistics Canada)

Preservation of Confidentiality Statement

As a condition of obtaining from Statistics Canada death information which was collected from the provincial and territorial vital statistics offices and transmitted by those offices to Statistics Canada, where that information either involves or permits the personal identification of individuals, the undersigned hereby agrees to the following terms.

1. The data will be used for the purpose for which it is supplied i.e. use will be restricted to _____

2. All confidential death information supplied will be kept under secure locked storage. Specifically the steps to be followed are:

For machine readable records, the procedures outlined below will be followed:

The person responsible for this safe keeping is:

The location of the storage of this information is:

Name of Institute

Address

In the event that responsibility for safekeeping is assigned to a person other than the person named in this undertaking, the institution shall notify the Vital Statistics and Health Status Section of Statistics Canada.

3. Only those individuals who have a need to know for analytical and evaluation purposes will have access to the data and only for the duration of the activity.
4. Qualified personnel granted access to confidential information for research purposes shall not identify any individual person in any report of such research project, directly or indirectly, or otherwise disclose such confidential information in any other manner.
5. At the end of the activity Statistics Canada shall be notified. If Statistics Canada or the undersigned determine that the identifying information should be disposed of appropriate arrangements shall be made for such disposal.
6. No contact is to be established with any relatives of the deceased or with any other person or institution identified from the death information provided unless authorized by the appropriate provincial or territorial vital statistics registrar.

All the statements made in this application are true, complete, and correct to the best of my knowledge and belief.

Name

Signature

Title

Date

Organization

Déclaration de discrétion

Afin d'obtenir de Statistique Canada les renseignements sur les décès que lui ont transmis les bureaux de la statistique de l'état civil des provinces et des territoires, renseignements qui identifient ou permettent d'identifier des personnes, le soussigné accepte par les présentes les conditions qui suivent.

1. Les données serviront uniquement à _____

2. Tous les renseignements confidentiels sur les décès fournis seront conservés dans un endroit sûr fermé à clé. Voici la marche à suivre:

Pour les dossiers ordinolingués, la marche à suivre est la suivante:

La personne chargée de mettre les renseignements en lieu sûr est:

Ces renseignements sont gardés en lieu sûr à:

Nom de l'établissement

Adresse

Si une personne autre que la personne désignée dans la présente déclaration est chargée de garder les données en lieu sûr, l'établissement doit en informer la Section de la statistique de l'état civil et de l'état de santé de Statistique Canada.

3. Seules auront accès aux données, et seulement pour la durée des travaux, les personnes qui doivent en prendre connaissance pour les analyser et les évaluer.
4. Le personnel qualifié qui a reçu l'autorisation de consulter les renseignements confidentiels dans le cadre d'un projet de recherche n'est pas autorisé à identifier, directement ou indirectement, quelque personne que ce soit dans un rapport quelconque de ce projet de recherche, ou à divulguer des renseignements confidentiels de quelque autre manière.
5. Statistique Canada doit être informé de la fin des travaux. Si Statistique Canada ou le soussigné détermine qu'il faut détruire les renseignements personnels, les arrangements voulus doivent être conclus à cette fin.
6. Aucun contact ne doit être établi avec des parents de la personne décédée ou avec toute autre personne ou tout autre établissement identifié à partir des renseignements sur les décès fournis sauf si le secrétaire de la statistique de l'état civil de la province ou du territoire l'autorise expressément.

Je crois et je certifie, en autant que je sache, que la présente déclaration est vraie, complète et exacte.

Nom

Signature

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Date

Organisme

APPENDIX

MANUAL MORTALITY DATA BASE SEARCH REQUESTS

Occupational And Enviromental Health Research Unit

**Vital Statistics and Health Status Section
Health Division, 18th Floor
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6**

October 16, 1987

RULES FOR MANUAL SEARCH REQUESTS

Attached is a suggested manual search printout along with the accompanying SAS program used to produce this output. Please refer to this example when preparing your project listing. In order to facilitate the manual search process of the Mortality Data Base, the following is a suggested list of guidelines which could be used in the preparation of a listing for linkage.

1. Sort the final list by Surname(s), 1st Given Name and Birth Year. The fiche to be searched are listed in this sequence so any other sort variation will only increase the search process and invariably lead to inaccuracies.
2. If more than one surname exists for an individual, create an alternate record so that all surnames appear in alphabetical order with alternate spellings referenced underneath. For example, a married woman with married surname 'Smith' and maiden surname 'Jones' would have two separate listings as follows:

SMITH	MARY	——This record appears in the S's
JONES		——Second line with alternate surname (2)
JONES	MARY	——This record appears in the J's
SMITH		——Second line with original surname (1)

3. Abbreviations may be used in the spelling of cities but please be consistent throughout the entire file. (See attached coding sheet for some common abbreviations).
4. Header titles should identify all fields using abbreviations and concatenations where necessary. Please ensure that headers are readable and meaningful. Please supply a list of the definitions for the abbreviations.
5. Study number may be pre-assigned or a sequential study number may be generated by the program.
6. Use the attached list of Statistics Canada Codes for coding sex, marital status and provinces of birth, death and residence. If using a different coding format please supply a listing of the codes.
7. It is recommended that each record to be searched be printed on one line. If there is too much data for one line, a second line may be used but the user is cautioned to format the data and titles very clearly to avoid confusion. Consider truncating surnames (i.e. to 10 characters) and given names or spellings of residence cities rather than printing 2 lines of data. All other data not actually needed for the linkage might be confusing to the searchers and could prolong the task if printed.

8. Ensure that enough blank lines appear between records to allow the writing in of death information. (Note that a record may have 2 or more possible links.) The example attached prints 6 records per page.
9. The last known year alive (LKYA) is necessary to determine a point for the searchers to begin their search. If a termination date is the year of last contact with an employee, that year may be coded as LKYA.

THE ABOVE GUIDELINES AND ATTACHED PROGRAM AND PRINTOUT ARE SUGGESTED FORMATS. IF YOU HAVE ANY PROBLEMS OR QUESTIONS ABOUT ADAPTING YOUR DATA TO THIS FORMAT PLEASE FEEL FREE TO CONTACT MARTHA FAIR (613-951-1734) AT STATISTICS CANADA.

Appendix A

CODES AND ABBREVIATIONS

A. SEX CODES:

1 male 2 female blank; not stated

B. MARITAL STATUS CODES:

1 single/never married 3 widowed 5 separated
2 married/common law 4 divorced 6 blank; not stated

C. PROVINCE/COUNTRY CODES:

CANADA

01 PEI	05 Ontario	09 BC	17 Canada
02 Nova Scotia	06 Manitoba	10 Yukon	18 Other
03 New Branswick	07 Saskatchewan	11 NWT	British
04 Quebec	08 Alberta	12 Newfoundland	Possessions
			in America

BRITISH ISLES

20 Britain	23 Irish Free State	26 Lesser Isles
21 England	24 Scotland	
22 N. Ireland	25 Wales	

BRITISH POSSESSIONS AND FORMER POSSESSIONS

31 Australia & Terr	35 India
32 New Zealand	35 Pakistan
33 S & SW Africa	36 Other British Asia
34 Other British Africa	37 Other British

AMERICAN COUNTRIES

41 U.S.A.	43 Other N. American	45 South American
42 Mexico	44 Central American	

EUROPEAN COUNTRIES

51 Albania	58 Finland	64 Iceland	71 Roumania
52 Austria	59 France	65 Italy	72 Spain
53 Belgium	60 Germany	66 Latvia	73 Sweden
54 Bulgaria	61 Greece	67 Lithuania	74 Switzerland
55 Czechoslovakia	62 Holland-	68 Norway	75 Yugoslavia
56 Denmark	(Netherlands)	69 Poland	76 Other Europe
57 Estonia	63 Hungary	70 Portugal	77 U.S.S.R.

ASIATIC COUNTRIES

82 China	84 Syria	86 Other Asiatic
83 Japan	85 Turkey	

AFRICAN & OTHER

91 African (not British)	93 Other countries	98 At Sea
	96 Palestine, Israel	

Blank Not stated

D. PLACE NAME ABBREVIATIONS

B	Bay, Baie	L	Lake, Lac	PR	Prince
CEN	Central	LOW	Lower	R	River, Riviere
E	East, Est	MID	Middle	ST	Saint
FT	Fort	MT	Mount, Mont	STE	Sainte
F	Front	N	North, Nord	S	South, Sud
GR	Grand, Grande	ND	Norte Dame	T	Township
IR	Indian Reserve	O	Ouest	UPP	Upper
I	Isle, Ile	PNT	Point	W	West
	Island	PT	Port		

EXAMPLES

E YORK
 FT McMURRAY
 PNT CLAIRE
 PR ALBERT
 ST BONIFACE

E. ENTRY CONTROL CODES (re Type of SURNAME)

- 1 "Original entry" of a surname (i.e. present surname as given on record).
- 2 Alternative form of surname.
- 3 (not used in the Mortality Data Base)
- 4 "Original" maiden surname of ever-married woman.
- 5 Alternative form of the maiden surname.

Appendix B

SAMPLE COMPUTER OUTPUT HEADER DESCRIPTION:

1. SURNAME(S) - surname(s) to be searched on the fiche.
2. CC - control code to indicate whether this surname is an original entry or an alternate surname. All surnames will be printed for cross-referencing.
3. GIVEN NAMES, FIRST AND SECOND - First and second given names of individual being searched.
4. BIRTH YR, MO, DY - Date of birth (Year, Month and Day).
5. BIRTH PR - Province or country of birth.
6. MS - Marital Status.
7. SX - Sex.
8. FATHSUR - Father's surname.
9. MOTHSUR - Mother's surname.
10. VS - vital status.
11. DEATH YR, MO - Date of Death (Year and Month).
12. DEATH PR - Province or Country of Death.
13. LKYA YR, MO - Year and Month Last Known Alive.
14. RESIDENCE PR,CITY - Last Known Address (Province or country code and city spelled out).
15. FICHE NUMBER - used by manual searchers only.
16. STUDY NO - study number assigned to each individual to be searched. May be arbitrarily assigned or the computer program may generate a sequential study number.
17. DEATH YR, PR, REGNO - recorded from the fiche. Year and province that death occurred as well as Registration number of the death certificate. This data is entered by the manual searchers.

NOTE: THE JOB SEARCH HAS BEEN RUN UNDER RELEASE 82.4 OF SAS AT STATISTICS CANADA (02097001).

NOTE: SAS OPTIONS SPECIFIED ARE:
SORT=4

1	TITLE1 PROJECT - XXXX: MORTALITY STUDY OF COHORT 'ABC';	00000080
2	TITLE2 LIST OF NAMES TO BE SEARCHED;	00000090
3	DATA SEARCH;	00000100
4	INFILE SASIN;	00000110
5	LENGTH SURNAME1 \$10;	00000120
6	INPUT @1 STUDYID \$2.	00000130
7	@3 SURNAME \$10.	00000140
8	@13 ALTSUR \$7.	00000150
9	@23 GIVEN1 \$7.	00000160
10	@30 GIVEN2 \$5.	00000170
11	@35 SEX \$1.	00000180
12	@36 MS \$1.	00000190
13	@37 BYR \$2.	00000200
14	@39 BMO \$2.	00000210
15	@41 BDY \$2.	00000220
16	@43 BPROV \$2.	00000230
17	@45 FATHSUR \$7.	00000240
18	@52 MOTH SUR \$7.	00000250
19	@59 DYR \$2.	00000260
20	@61 DMO \$2.	00000270
21	@63 DDY \$2.	00000280
22	@65 DPROV \$2.	00000290
23	@67 LYKA \$2.	00000300
24	@69 LKMO \$2.	00000310
25	@71 LASTPR \$2.	00000320
26	@73 LASTCITY \$10.	00000330
27	@83 VSTAT \$1.;	00000340
28	RECHO = '1';	00000350
29	OUTPUT;	00000360
30	IF ALTSUR ^= ' '	00000370
31	THEN DO; *GENERATE ALTERNATE RECORD;	00000380
32	SURNAME1 = SURNAME;	00000390
33	SURNAME = ALTSUR;	00000400
34	ALTSUR = SURNAME1;	00000410
35	RECHO = '2';	00000420
36	OUTPUT;	00000430
37	END;	00000440
38	DROP SURNAME1;	00000450

NOTE: INFILE SASIN IS:
DSNAME=HLTH.SCOTTAN.FICHE.SEARCH.DATA,
UNIT=WORK,VOL=SER=HLTH10,DISP=SHR,
DCB=(BLKSIZE=6160,LRECL=110,RECFM=FB)

NOTE: 11 LINES WERE READ FROM INFILE SASIN.
NOTE: DATA SET WORK.SEARCH HAS 14 OBSERVATIONS AND 23 VARIABLES. 552 OBS/TRK.
NOTE: THE DATA STATEMENT USED 0.08 SECONDS AND 360K.

39 PROC SORT DATA=SEARCH; BY SURNAME GIVEN1 BYR; 00000460

15:34 TUESDAY, OCTOBER 1, 1985

NOTE: 4 CYLINDERS DYNAMICALLY ALLOCATED ON WORK FOR EACH OF 3 SORT WORK DATA SETS.
 NOTE: DATA SET WORK.SEARCH HAS 14 OBSERVATIONS AND 23 VARIABLES. 552 OBS/TRK.
 NOTE: THE PROCEDURE SORT USED 0.25 SECONDS AND 720K.

```

40 DATA _NULL_;
41 SET SEARCH;
42 FILE PRINT HEADER=TITLES PS=62 LINE=1;
43 RETAIN FICHE '1__1'
44 REGSPACE '_____' ;
45 IF MOD (_N_,6) = 1 THEN PUT _PAGE_ ; *PRINT 6 RECORDS PER PAGE;
46 PUT @1 66*'-' / @1 SURNAME @12 RECNO @15 GIVEN1 @24 GIVEN2 @31 BYR
47 @34 BMD @37 BDY @40 BPROV @44 MS @47 SEX @49 FATHSUR @57 MOTH SUR
48 @66 VSTAT
49 @69 OYR @72 DM @75 DDY @78 DPROV @82 YLKA @86 LKNO @91 LASTPR
50 @93 LASTCITY @104 FICHE @114 STUDYNO /
51 @1 ALTSUR //
52 @1 102*'-' @104 FICHE @114 STUDYNO @117 REGSPACE //
53 @1 102*'-' @104 FICHE @114 STUDYNO @117 REGSPACE ;
54 IF L < 50 THEN PUT /;
55 RETURN;
56 TITLES: PUT / @1
57 ' GIVEN NAMES ---BIRTH---
58 ' ---DEATH--- -YLKA- RESIDENCE FICHE STUDY '
59 ' ---DEATH---/
60 ' SURNAME(S) CC FIRST SECOND YR MO DY PR MS SX FATHSUR MOTH SUR
61 ' VS YR MO DY PR YR MO PR CITY NUMBER NO. YR
62 ' PR REGNO' ;
63 RETURN;

```

NOTE: 68 LINES WERE WRITTEN TO FILE PRINT.
 NOTE: THE DATA STATEMENT USED 0.08 SECONDS AND 340K AND PRINTED PAGES 1 TO 3.
 NOTE: SAS USED 720K MEMORY.

NOTE: SAS INSTITUTE INC.
 SAS CIRCLE
 PO BOX 8000
 CARY, N.C. 27511-8000

PROJECT - XXXX: MORTALITY STUDY OF COHORT ABC
LIST OF NAMES TO BE SEARCHED

15:34 TUESDAY, OCTOBER 1, 1985 1

GIVEN NAMES		---BIRTH---		---DEATH---		LYKA	RESIDENCE	FICHE	STUDY	---DEATH---															
SURNAME(S)	CC	FIRST	SECOND	YR	MO	DAY	PR	MS	SK	FATHSUR	MOTHSUR	VS	YR	MO	DAY	PR	YR	MO	PR	CITY	NUMBER	NO.	YR	PR	REGNO
ADAM MILLER	2	MARY	ANN	33	12	24		2	2	ADAM	SMITH		78	05			09	CHILLIWACK	__	3					
																				__	3				
																				__	3				
ADAMS	1	JOE		13	01	22	06	2	1	ADAMS	MILLER		62	12			09	KELOWNA	__	7					
																				__	7				
																				__	7				
BROWN	1	JOHN	HENRY	26	02	19	08	1	1	BROWN			75	03						__	10				
																				__	10				
																				__	10				
CAMPBELL	1	WILLIAM	ALEXA	08	05	22	06	2	1	CAMPBELL	SCOTT	K	60	09			04	WOODSTOCK	__	11					
																				__	11				
																				__	11				
DOE	1	JOHN	EDWARD	23	11	10	04	2	1	DOE	GABIC		68	01	60	68	01	04	SARNIA	__	1				
																				__	1				
																				__	1				
GREEN	1	DON	RON	18	06	26	09	1	1	GREEN	JONES		70	06			09	VANCOUVER	__	5					
																				__	5				
																				__	5				

SAMPLE FICTITIOUS DATA

PROJECT - XXXX: MORTALITY STUDY OF COHORT ABC
LIST OF NAMES TO BE SEARCHED

15:34 TUESDAY, OCTOBER 1, 1965 2

[illegible]

PROJECT - XXXX: MORTALITY STUDY OF COHORT ABC
LIST OF NAMES TO BE SEARCHED

15:34 TUESDAY, OCTOBER 1, 1985 3

GIVEN NAMES		---BIRTH---				---DEATH---				LYKA	RESIDENCE	FICHE	STUDY	---DEATH---											
SURNAME(S)	CC	FIRST	SECOND	YR	MO	DY	PR	MS	SX	FATHSUR	MOTHSUR	VS	YR	MO	DY	PR	YR	MO	PR	CITY	NUMBER	NO.	YR	PR	REGNO
SMITH GREEN	1	MARGARE	MARY	09	06	19		2	2	GREEN	FRANK		59	11	04	59	11	04	BEAVERTON	__	9				
																					__	9			
																					__	9			
WILSON SMITH	1	EDITH	MAY	14	04	25	08	5	2	SMITH	ADAMS		68	05	04	68	05	04	OTTAWA	__	6				
																					__	6			
																					__	6			

_ SAMPLE FICTITIOUS DATA _

d.3

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Q1 Q2

[illegible]

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