Project Name: _____

Department: _____

IRB Protocol Number, if applicable: _____

Contact Name: _____

Information is de-identified when none of the following 18 types of identifiers are contained in the information and if no one accessing the information has actual knowledge that the information could be used – alone or in combination with other information – to identify any individual who is the subject of the information.

- Names (including initials)
- Addresses (All geographic subdivisions smaller than a state)
  - Street address, city, county, town, precinct
  - Zip code or equivalent geocodes (except for the initial three digits of a zip code if, according to the current publicly available data from the Bureau of the Census: 1) the geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people, and 2) the initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000)
- Dates: All elements of date (except year) directly related to the individual (birth date, death date, admission and discharge dates, clinic visit date)
  - All ages over 89 or dates indicating such an age
- Telephone number

- Fax number
- Email address
- Social Security Number
- Medical Record Number
- Health Plan Beneficiary Number
- Account Numbers
- Certificate or license numbers
- Vehicle identification/serial numbers including license plate numbers
- Device identification/serial numbers
- Universal Resource Locators (Web URL's)
- Internet Protocol (IP) addresses
- Biometric Identifiers (includes fingerprints and voiceprints)
- Full face and other identifiable photographic images and any comparable images
- Any other unique identifying number, characteristic or code (may include clinical trial record number, barcode, revealing occupation, unique condition or publicized clinical event)

I confirm that the information to be used and/or disclosed contains none of these identifiers and that I have no actual knowledge that the information could, alone or in combination, be used to identify any individual subject of the information.

_____

Print Name   Signature   Date