

**Introduction:**
The Burn Model Systems (BMS) National Database is available to BMS Centers Project Directors upon request. In order to track release of the National Database and protect the use of the database, this procedure and request form were developed.

**Purpose:**
To establish a procedure for requesting the multi-center BMS National Database by BMS Centers Project Directors.

**Scope:**
All BMS Centers, BMS Longitudinal Follow-Up Centers, and the BMS National Data and Statistical Center.

**Responsibilities:**
All BMS Centers, BMS Longitudinal Follow-Up Centers, and the BMS National Data and Statistical Center will abide by this procedure.

**Procedural steps:**
1. The BMS National Database containing all centers’ data is updated in REDCap by the individual BMS centers as subjects are enrolled and subsequently discharged from inpatient treatment for their burn injuries and after collection of information at each follow-up event.
2. The BMS Centers Project Directors and Co-Directors are the only persons who may request a copy of the BMS National Database. BMS Centers’ Project Co-Directors may request data only after prior written arrangements have been made between the Project Director and the BMS National Data and Statistical Center.
3. The Project Director (or Co-Director) who receives the copy of the BMS National Database is permitted to release it to his/her BMS staff if such release is deemed necessary by the Project Director.
4. To ensure the safety and integrity of the database as well as its proper use, the Project Director (or Co-Director) shall not release the National Database to anyone other than those involved in his/her BMS project, and will assume responsibility for ensuring that his/her staff does not release the database.

5. For dissemination of any information contained in the BMS National Database, refer to the BMS Standard Operating Procedure regarding internal notification for BMS National Database and collaborative study datasets.

6. The “Request for the National Database Form” must be completed and sent via email, fax or mail to the BMS National Data and Statistical Center.

7. The copy of the National Database to be made available is that which does not contain Protected Health Information (PHI).

8. If a BMS Center wishes to receive a version of the BMS National Database containing PHI, they must have a fully executed Data Use Agreement on file with the National Data and Statistical Center.

9. The BMS National Data and Statistical Center will track requests for the BMS National Database.

10. The BMS National Database will be posted in a secure directory and will require security authentication to the website in order to be accessed and downloaded.

**Training requirements:**

None

**Compliance:**

All requests for the BMS National Database from the BMS Centers must comply with this procedure.

**History:**

1/13/2012 - This SOP replaces Policy 1998-02 (Disseminating multi-center data)

5/24/2013 – Updated with new data center contact information

**Review schedule:**

Every 5 years.
The BMS National Database containing all centers’ data is updated by every center following subject enrollment/discharge from acute care. The BMS Project Directors are the only persons who may request a copy of the National Database. Project Co-Directors may also request a copy if prior written arrangements are made between the Project Director and the NDSC. To ensure the safety and integrity of the database as well as its proper use, the Project Director (or Co-Director) shall not release the National Database to anyone other than those involved in his/her BMS project, and will assume responsibility for ensuring that his/her staff does not release the database. For dissemination of any information contained in the multicenter BMS National Database, refer to the SOP #603 above.

In order to receive a copy of the National Database, complete this form and mail, fax or email it to the BMS National Data and Statistical Center (NDSC). The version of the National Database available for download is that which does not contain Protected Health Information (PHI). If a BMS wishes to receive a version of the National Database containing PHI, they must have a fully executed Data Use Agreement on file with the NDSC. The NDSC will track requests for the National Database. The National Database will be posted in a secure directory and will require security authentication to the website in order to be downloaded.

Name of Requestor: ____________________________

Name of BMS Center: ____________________________

Date of Request: ________________________________

Date Needed: ________________________________

Format for Data:  (check one)  [ ]w/o PHI  [ ]w/PHI
(check one)  [ ]SPSS  [ ]MS Access  [ ]Excel
[ ]SAS  [ ]STATA  [ ]simple text
[ ]Other: ________________________________

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