



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

**Infectious Disease and Environmental Health Administration  
Environmental Health and Food Protection  
Center for Environmental Health Coordination (CEHC)**

**MARYLAND TRACKING NETWORK SECURE PORTAL TERMS OF USE**

Welcome to the Maryland Department of Health and Mental Hygiene (DHMH) Maryland Tracking Network (MTN) secure portal. The MTN secure portal provides access to Maryland environmental hazard and health data. All users are required to acknowledge and accept the “**Rules of Behavior**”, as outlined below. DHMH is committed to maintaining the highest level of professional and ethical standards and protecting the personal health information of Maryland citizens. The MTN secure portal is ONLY for authorized users who have submitted a request and have been granted access to the MTN secure portal. The CEHC reserves the right to terminate access to and the use of its Information Technology (IT) systems, software, and related data/information.

**BACKGROUND**

The Maryland Environmental Public Health Tracking (EPHT) cooperative agreement and the MTN secure portal result from the collaboration between the U.S. Centers for Disease Control and Prevention (CDC) and DHMH. The purpose of this multi-state/New York City tracking effort is to develop a National EPHT Network (NEPHTN) of state and federal environmental public health data sources and tools that can be used to minimize the presence of environmental hazards in the environment and improve the health of the Nation’s citizens. For more information on the NEPHN’s contributions to environmental public health please visit the CDC tracking home page at <http://www.cdc.gov/nceh/tracking/>.

All environmental public health data contained in the MTN secure portal are made available by various data stewards at DHMH, the Maryland Department of the Environment (MDE), other federal, state or local government agencies. The data sets available from the MTN secure portal can be accessed with the understanding that they remain under the control of the data owners—the data stewards who kindly made their data available to the CEHC for use through the MTN secure portal.

Up to now three categories of users have been established: 1) **Data stewards** are DHMH or MDE programs who contributed data to the MTN secure portal. 2) **Public health professionals** are state or local public health agency personnel who are authorized, by virtue of their employment status and Maryland health code, to access public health data within their jurisdiction. 3) **Public health researchers** are persons who have applied for, and been granted access, to certain data through an established evaluation process that includes the CEHC, data stewards, and in some cases, the DHMH **Institutional Review Board (IRB)** or an IRB from another institution. IRB review is a critical step that guarantees that human subjects are adequately protected.

201 W. Preston Street, Baltimore, Maryland 21201  
410-767-6742 • Fax 410-333-5995  
Toll Free 1-877-4MD-DHMH • TTY for Disabled  
Maryland Relay Service 1-800-735-2258

500 N. Calvert Street, 5<sup>th</sup> Fl, Baltimore, Maryland 21202  
410-767-5227 • Fax 410-333-6333 • TDD for Disabled 410-333-4800  
Toll Free 1-800-358-9001 • TTY for Disabled  
Maryland Relay Service 1-800-735-2258

Web Site: <http://eh.dhmmh.md.gov/ideah/>

## **TERMS AND CONDITIONS OF USE OF THE MTN SECURE PORTAL**

These terms and conditions apply to the MTN secure portal. The MTN secure portal is operated, licensed, and controlled by DHMH. By using this website, and the available data sets, you signify your assent to these terms of use. If you do not agree to these terms of use, you will not be able to use the MTN secure portal.

This access policy applies to all users of the MTN secure portal, state or public, and may be changed by CEHC, at its discretion, without prior notice.

The transfer or storage of confidential information obtained from data sets available from the MTN secure portal is prohibited on portable electronic devices. More importantly, the deliberate and unauthorized disclosure of Maryland confidential public health information may result in civil and/or criminal penalties.

Access to this tracking system is restricted to authorized users who have been approved to carry out approved business activities. By using the MTN secure portal, you expressly consent to the transparent monitoring of all activities. Any unauthorized access or use of this system is prohibited and could be subject to criminal or civil penalties. All records, reports, e-mails, software, and data generated by or residing upon this system are the sole property of the State of Maryland, and may be used by the State of Maryland for any purpose.

### **ACCEPTABLE USE**

The following activities are acceptable use of the MTN secure portal. Authorized users:

- Are expected to immediately change their assigned password to a new password, once they receive their temporary password in an e-mail. Thereafter, they will be required to reset their passwords every 6 months, in accordance with the State of Maryland IT policy.
- Will be responsible for the safe keeping of their user names and passwords. It is unlawful for authorized users to share their passwords with other persons.
- Have to change their passwords immediately, if they suspect that their passwords may have been compromised.
- Are required to notify the CEHC at DHMH if they no longer intend to access the MTN secure portal, either because of job transfers, changes in work responsibilities, retirement or other reasons.
- Must protect all information obtained from the MTN secure portal from unauthorized access, disclosures, modification, misuse, damage or theft.

### **UNACCEPTABLE USE**

The following activities are unacceptable uses of the MTN secure portal:

- Engaging in any activity that is illegal, as defined by Local, State or Federal laws, and in conjunction with use guidelines that apply to the State's electronic IT system or the MTN secure portal.
- Unauthorized reproduction of copyrighted material, including digitization and distribution of data from the MTN secure portal to unauthorized users.

- Violating the rights of any person or company protected by copyright or trade secret regulations.
- Introduction of malicious programs into the State's electronic infrastructure communications systems, including, but not limited to, computer workstations, servers or networks.
- Circumventing a user's authentication or security checks that are part of any account, including disclosing a user's password to someone else or allowing a user's account to be accessed by another person.
- Interference with or disruption of network users, services or computers, including distribution of unsolicited advertising and/or propagation of computer viruses.

# MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Center for Environmental Health Coordination

## MARYLAND TRACKING NETWORK (MTN) SECURE PORTAL ACCESS APPLICATION: DATA STEWARDS AND PUBLIC HEALTH PROFESSIONALS

Please E-mail or Fax completed form, and other relevant documents, to:	For more information, please contact:
Maryland EPHT Office Maryland Department of Health and Mental Hygiene EPHT/Center for Environmental Health Coordination 201 West Preston Street, Room 327 Baltimore, MD 21201-2301 (410) 767-6234/Fax: (410) 333-5995 E-mail: EPHT@dhhm.state.md.us	MD EPHT Coordinator Maryland Department of Health and Mental Hygiene EPHT/Center for Environmental Health Coordination 201 West Preston Street, Room 327 Baltimore, MD 21201-2301 (410) 767-6234/Fax (410) 333-5995 E-mail: EPHT@dhhm.state.md.us

Date of Request:	Date Received:
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Requester Name:
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Title:
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Organization:
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Work address:
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City:	State:	ZIP Code:
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Phone:	E-mail:	Fax:
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Name and title of Immediate Supervisor:
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Supervisor Address:	Supervisor Phone/Fax:	Supervisor E-mail:
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Describe the purpose of the data request. Please indicate the data sets you will need <i>within your scope of your current work</i> responsibilities:
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To the right and below of this comment box, identify by name each data set you want to access, and at what geographic level, e.g., county, zip code, individual records and data format. In this text box, add additional qualifying statements important to the review and approval of this data access request:	<b>Type of Data:</b>	
	Cancer <input type="checkbox"/> Identify cancer site(s): _____ _____ Mortality <input type="checkbox"/> Births <input type="checkbox"/> Birth Defects <input type="checkbox"/>	Blood Lead Levels <input type="checkbox"/> Inpatient Hospital Discharges <input type="checkbox"/> Emergency Department Visits <input type="checkbox"/> (Please list diagnoses, including ICD-9-CM or DRG for inpatient data; APC, ICD-9-CM or CPT for ED data: _____). _____ Air Monitoring <input type="checkbox"/> Drinking Water <input type="checkbox"/>

Year(s) of data for each data set:
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Age ranges or age categories for each health data set:
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Geographic location for each data set. Specify the area(s) in Maryland you are requesting:
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# MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

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Geographic resolution for each data set. Specify the resolution of data requested (State, county, zip code, census tract, record level):

## SUPERVISOR REVIEW

Supervisor must approve the data request:

Yes, this request is approved as written.

Signature: \_\_\_\_\_

Print Name, Title, Date:

(OFFICE USE ONLY) SUPERVISOR VERIFICATION: \_\_\_\_\_

***By my signature below, I agree that I will abide by all of the terms and conditions of use for data in the Maryland Tracking Network secure portal. I further agree to comply with all applicable laws, regulations, and policies related to the use of these data. I understand that if I misuse the Maryland Tracking Network secure portal or the data or products contained within this restricted internet tracking site I may be subject to civil or criminal penalties. I also agree to not share my confidential logon information with any other person or entity.***

Name and Title (Print):

Signature:

Date:

***Note: Approval of access to the MTN secure portal and to specific data it contains is contingent on approval of this application by both the CEHC and the data steward(s) that provide the data.***

## APPROVALS

Approved without modification(s)

Approved with additional condition(s), as described below:

\_\_\_\_\_

Disapproved with reason(s) for rejection described below:

\_\_\_\_\_

Renewal Date: \_\_\_\_\_

For CEHC (Print Name):

Title:

Signature:

Date: