

Instructions for Submitting a Limited Data Set Request – Local Health Departments

1. Complete the Limited Data Request form by logging into the online request portal at <http://datarequest.oshpd.ca.gov>. You will find the 'Register' and 'Login' links at the top of the page. You will find a useful help document for the portal [here](#).
 - If your department is using an outside contractor(s), provide a current Business Associate Agreement, signed within the last three years, between your department and each contractor.
2. An analyst will review the completed request and contact you through the request portal if any corrections or clarifications are needed.
3. Once the request passes the analyst's initial review, it will be sent back to you to be signed along with the Data Use Agreement(s) (DUA).
 - No changes may be made to the request form or DUA before returning them for signatures. A request without a signed DUA or a DUA that is signed but has been altered will not be approved.
 - The Delegation Order OSH-ISD-520 may be signed by the Health Officer or equivalent to allow the designated delegate to sign the form on behalf of the Local Health Department.
 - A DUA must be signed for each person that will have access to the data.
4. The signed forms should be scanned and uploaded to the online portal as a PDF.
5. OSHPD management reviews the signed documents and request package.
6. Once cleared for data release by management, OSHPD will contact the listed contact person on the request form to arrange shipping. Data will be sent as Encrypted Files delivered via secure file transfer protocol.