



This procedure provides the necessary information for renewal of USTUR registrants.

Registrants are renewed at five-year intervals

The Registrant's renewal date is five years from the day on which the Registries receives, accepts, and signs the required authorizations from the Registrant.

At the end of each participant's donation agreement, their data will be reviewed against current categorization criteria as identified in P202. If the participant's re-assessment places the Registrant in a Category 3, they will be sent a letter informing them that they are no longer eligible for renewal and thanking them for their participation in the program.

The renewals procedure is as follows:

- a. Appropriate Registrant files are retrieved and reviewed to determine Registrant status (e.g., whole body, routine, special donor).
- b. Renewal packet is compiled and sent with the appropriate renewal letter to the Registrant.*
- c. When Registrant materials are returned, these are forwarded to the USTUR Director for review and acceptance signature.
- d. A letter of thanks, along with the pink copies of all authorizations and an updated Registrant card are sent to the Registrant.
- e. A letter requesting the Registrant's exposure history and the yellow copy of the Authorization for Release of Medical and Radiation Exposure Information are sent to the site of employment/previous employment.
- f. The renewal information is posted to the USTUR database and secured in the Registrant's file.
- g. If the renewal letter is sent and the Registrant does not respond or the letter is returned, a follow-up phone call should be placed. If at that time, the Registrant cannot be contacted he/she will be given

inactive status with the Registries and their records will be retained in the inactive section of the Registrant files.

***Whole body packet**

Authorization for Use of Whole Body for Research, Registries Information and Informed Consent, Authorization for Release of Medical and Radiation Exposure Information, Personal History form, and self-addressed, stamped envelope.

***Routine Autopsy packet**

Authority for Autopsy, Registries Information and Informed Consent, Authorization for Release of Medical and Radiation Exposure Information, Personal History form, and self-addressed, stamped envelope.