

# PROCEDURE GUIDELINES FOR CANCER REGISTRIES



**Registry Operations Committee**

---

Comments and suggestions on this and other NAACCR documents are welcome. Please send your comments to the editor or any member of the NAACCR Board of Directors.

The completed series *Procedure Guidelines for Cancer Registries* are:

**Series I: Interstate Data Exchange .....1**

This document is intended for use by the operations staff of a population-based cancer registry who are involved in the exchange of cancer patient information with other cancer registries.

Original release: December 1999  
Updated pages 2, 6, and 7: May 2000  
Updated multiple pages: January 2001

**Series II: Calculating the Death Certificate Only (DCO) Rate .....22**

This document is intended as a guide for what to include when calculating DCO rates.

Original release: June 2000

**Series III: Preparing a Policy and Procedure Manual .....28**

This document is intended for use by the staff of a population-based cancer registry as a guide to preparing a detailed policy and procedure manual for the operation of the registry.

Original release: January 2001

In the course of writing this document, the decision was made to avoid reference to a specific version of the NAACCR Data Exchange format, because it changes almost every year. The Registry Operations Committee thought that listing a specific version would make this current document obsolete in the very near future.

Copies of all standards documents can be viewed or downloaded from NAACCR's World Wide Web site at [www.naacrr.org](http://www.naacrr.org). For additional paper copies, write to the NAACCR Executive Office at 2121 West White Oaks Drive, Suite C, Springfield, IL 62704.

The editing, printing, and distribution of this publication were made possible by contract number NO2-PC-05030 from the National Cancer Institute (NCI) and Cooperative Agreement #U75/CCU515998-03 from the Centers for Disease Control and Prevention (CDC). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of NCI or CDC.

---

**Members of the Registry Operations Committee  
2000-2001**

---

**Jan Snodgrass, C.T.R., Editor, and Chair**

Illinois State Cancer Registry  
Illinois Department of Public Health  
605 W. Jefferson Street  
Springfield, IL 62761  
Tel: 217-785-7132  
Fax: 217-524-1770  
E-mail: jsnodgra@idph.state.il.us

**Judy Boone**

University of Southern California Cancer  
Surveillance Program  
1540 Alcazar Street, CHP 204  
Los Angeles, CA 90033  
Tel: 323-442-2330  
Fax: 323-442-2301  
E-mail: jboone@hsc.usc.edu

**Robin Bott, C.T.R.**

Colorado Central Cancer Registry  
Colorado Department of Public Health  
4300 Cherry Creek Drive, South  
Denver, CO 80222-1530  
Tel: 303-692-2542  
Fax: 303-782-0095  
E-mail: robin.bott@state.co.us

**Asa Carter**

American College of Surgeons  
Commission on Cancer  
633 St. Clair  
Chicago, IL 60611-2797  
Tel: 312-202-5180  
Fax: 312-202-5009  
E-mail: acarter@facs.org

**Gayle Clutter, C.T.R.**

Centers for Disease Control and Prevention  
4770 Buford Highway, NE-MS K55  
Atlanta, GA 30341-3724  
Tel: 770-448-4570  
Fax: 770-448-4639  
E-mail gcc6@ccdcpc1.em.cdc.gov

**Darlene Dale**

Cancer Care Ontario  
620 University Avenue  
Toronto, Ontario M5G 2L7  
Canada  
Tel: 416-217-1228  
Fax: 416-971-6888  
E-mail darlene.dale@cancercare.on.ca

**April Fritz, A.R.T., C.T.R.**

Surveillance, Epidemiology, and End Results  
Program  
National Cancer Institute  
National Institutes of Health  
Executive Plaza North, Room 343J  
6130 Executive Blvd, , MSC 7352  
Rockville, MD 20852  
Tel: 301-402-1625  
Fax: 301-496-9949  
E-mail: april.fritz@nih.gov

**Rose M. Garner, C.T.R.**

Impac Medical Systems, Inc.  
3390 Urbana Pike  
Urbana, MD 21704  
Tel: 301-874-5166  
Fax: 301-874-5164  
E-mail: rgarner@impac.com

**Kay Gebhard**

New Mexico Tumor Registry  
2325 Camino de Salud N.E.  
Albuquerque, NM 87131-5306  
Tel: 505-272-5557  
Fax: 505-272-8572  
E-mail: kgebhard@nmtr.unm.edu

**Joanne Harris, C.T.R.**

Barbara Ann Karmanos Cancer Institute  
110 E. Warren Avenue  
Detroit, MI 48201  
Tel: 313-833-0715, ext. 2345  
Fax: 313-831-7806  
E-mail: harris@kci.wayne.edu

**Jill MacKinnon**

Florida Cancer Data System  
P.O. Box 016960 (D4-11)  
Miami, FL 33101  
Tel: 305-243-3426  
Fax: 305-243-4871  
E-mail: jmackinnon@cancer.med.miami.edu

**Donna Morrell, C.T.R.**

University of Southern California Cancer  
Surveillance Program  
1540 Alcazar Street, CHP 204  
Los Angeles, CA 90033  
Tel: 323-442-2334  
Fax: 323-442-2301  
E-mail: dmorrell@hsc.usc.edu

---

**Members of the Registry Operations Committee  
2000-2001**

---

**Judy Moulder, C.T.R.**

Mississippi Department of Health  
P.O. Box 1700  
2423 N. State Street  
Jackson, MS 39215-1700  
Tel: 601-576-7411  
Fax: 601-576-7407  
E-mail: [jmoulder@msdh.state.ms.us](mailto:jmoulder@msdh.state.ms.us)

**Robin Dietrich Otto, R.R.A., C.T.R.**

Pennsylvania Department of Health  
555 Walnut Street, Sixth Floor  
Harrisburg, PA 17101-1900  
Tel: 717-783-2584  
Fax: 717-772-3258  
E-mail: [rotto@health.state.pa.us](mailto:rotto@health.state.pa.us)

**Susan Van Loon, R.N., C.T.R.**

New Jersey State Cancer Registry  
3635 Quaker Bridge Road  
CN 369  
Trenton, NJ 08625-0369  
Tel: 609-588-3500  
Fax: 609-588-3638  
E-mail: [svanloon@doh.state.nj.us](mailto:svanloon@doh.state.nj.us)

**Shannon Vann, R.R.A., C.T.R.**

Illinois State Cancer Registry  
2125 South First Street  
Champaign, IL 61820  
Tel: 217-278-5913  
Fax: 217-278-5959  
E-mail: [svann@idph.state.il.us](mailto:svann@idph.state.il.us)

**Lydia Voti**

Florida Cancer Data System  
University of Miami  
P.O. Box 016960 (D4-11)  
Miami, FL 33101  
Tel: 305-243-2639  
Fax: 305-243-4871  
E-mail: [ivoti@cancer.med.miami.edu](mailto:ivoti@cancer.med.miami.edu)

**William Wright, Ph.D.**

California Cancer Registry  
California Department of Health Services  
601 N. Seventh Street  
Sacramento, CA 94234-7320  
Tel: 916-322-5863  
Fax: 916-327-4657  
E-mail: [bill@ccr.ca.gov](mailto:bill@ccr.ca.gov)

**Interstate Data Exchange Subcommittee**

Kay Gebhard, New Mexico Tumor Registry  
Nancy Jackson, C.T.R., California Cancer  
Registry  
Judy Moulder, C.T.R., Mississippi Department  
of Health, **Chair**  
Pam Parrish, C.T.R., Illinois State Cancer  
Registry  
Mark Rudolph, Florida Cancer Data System  
Jan Snodgrass, C.T.R., Illinois State Cancer  
Registry, **Editor**

**Policy and Procedure Manual Subcommittee**

Gayle Clutter, C.T.R., Centers for Disease Control  
and Prevention  
Joanne Harris, C.T.R., Detroit SEER  
Jill MacKinnon, Florida Cancer Data System  
Shannon Vann, C.T.R., Illinois State Cancer  
Registry