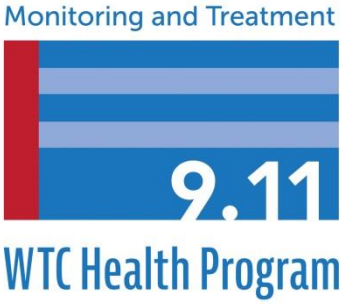

Policy and Procedures for Handling Submissions and Petitions to Add a Health Condition to the List of WTC-Related Health Conditions

John Howard, M.D., Administrator
World Trade Center Health Program

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I. Receipt and Routing of Submissions

Submissions requesting the addition of a health condition to the List of WTC-Related Health Conditions (List) will be date-stamped by the Office of the Administrator upon receipt and then routed to the World Trade Center (WTC) Health Program Policy Coordinator or designee.

II. Determining Validity of Submission as a Petition

A. Policy Coordinator's Initial Assessment

The Policy Coordinator will evaluate the submission to determine if the submission meets the requirements for a valid petition.

B. Requirements of a Valid Petition

A valid petition must be sent to the WTC Program Administrator and state the intent to petition the Administrator to add a condition to the List. The petition must include:

1. The name and contact information of the interested party;

2. The name and description of the condition(s) to be added; and

3. The reasons for adding the condition(s), including the medical basis for the association between the September 11, 2001, terrorist attacks and the condition(s) to be added.

> **Note:** The medical basis may be demonstrated by reference to a peer-reviewed, published, epidemiologic study about the health condition among 9/11-exposed populations or to clinical case reports of health conditions in WTC responders or

survivors. First-hand accounts or anecdotal evidence may not be sufficient to establish medical basis.

C. Submission Does Not Meet Petition Requirements

If the Policy Coordinator determines that the submission does not meet the requirements of a valid petition, the Policy Coordinator will notify the individual who filed the submission and explain in writing why the submission does not meet the requirements of a valid petition.

D. Submission Meets Petition Requirements

If the submission qualifies as a valid petition, then the Policy Coordinator will take the following steps:

1. Designate the Petition with a unique ordinal number;

2. Request that the Petition be posted on the WTC Health Program website;[1]

3. Provide a copy of the petition to the HHS Office of General Counsel (OGC) for its records; and

4. Notify the petitioner in writing that their submission is a valid petition and is being evaluated by the WTC Health Program.

III. Evaluation of Scientific Support to Add the Health Condition to the List

A. Review by the WTC Health Program Associate Director for Science

1. Following a determination that the submission is a valid petition, the Policy Coordinator will notify the WTC Health Program Associate Director for Science (ADS).

2. For non-cancer health conditions, the ADS will follow the appropriate steps as outlined in the WTC Health Program's *Policy and Procedures for Adding Non-Cancer Conditions to the List of WTC-Related Health Conditions*.[2]

3. For types of cancer, the ADS will follow the appropriate steps as outlined in the WTC Health Program's *Policy and Procedures for Adding Types of Cancer Conditions to the List of WTC-Related Health Conditions*.[3]

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[1] Petitions will be redacted in accordance with requirements of the Privacy Act (5 U.S.C. § 552a), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (42 U.S.C. § 1320d), and associated implementing regulations.

[2] http://www.cdc.gov/wtc/policies.html#46

[3] http://www.cdc.gov/wtc/policies.html#45f