Reference:

 Date:

**Data Identifier Request Form**

**Complete all parts. Submit to:**

 **EMAIL:** DIRequests@MHI.org

 **MAIL:** DIMC

c/o MHI

 8720 Red Oak Blvd – Suite #201

 Charlotte, NC 28007-3992

 USA

 **PHONE:** +1 704.676.1190

Ask for Data Identifier Request Desk

Incomplete forms or those with inadequate support for the change requested will be returned to the submitter. The DI Maintenance Committee will notify submitters of the status of the work request following their review.

The current version of ANSI MH10.8.2 is available at: <http://www.mhi.org/standards/di>

 **REQUEST FOR:** \_\_\_ New Data Identifier

 ­\_\_\_ Data Identifier Interpretation

 **ORGANIZATION:**

 **CONTACT PERSON:**

 **ADDRESS:**

 **TELEPHONE:**

 **EMAIL ADDRESS:**

**1. PROPOSED DATA IDENTIFIER**

 *Provide a short description (20 words or less) which would be included as a description for the proposed Data Identifier. For an interpretation, provide a comprehensive description of the aspect of the identifier that needs interpretation.*

**PAGE 2 (DATA IDENTIFIER REQUEST)**

**2. BUSINESS CASE**

 *Explain why you need the proposed assignment. Provide a complete scenario that tells what the business function, operation, or problem is that will be satisfied by a new data identifier assignment. If the proposed DI is already in use by your organization, please identify how long this identifier has been in use and other organizations you are aware of who employ the same identifier. The DI Maintenance Committee requires enough information to be able to propose an alternate solution if necessary. Be specific because this will also appear in the voting package and will be the only information that voters have on which to base their vote.*

**PAGE 3 (DATA IDENTIFIER REQUEST)**

**3. DEFINITIONS**

 *Definitions for new assignments and for industry-specific terms must be complete. For new DIs, provide a proposed assignment and a DI definition. RULES: (1) Acronyms/abbreviations cannot be added to the standards - they must be spelled out. (2) Provide an expanded assignment definition for each DI which is not completely self-explanatory, that is, terms that are not in general business use or that are industry specific. (3) Provide code source references for all externally published (non-ANSI MH10.8.2) code lists cited (use the Form for New or Revised Code Source Reference). If one exists, provide a precise description of the structure of the data as foreseen by your organization for this application. Indicate data elements involved and their format (numeric, alphanumeric, fixed or variable length, number of decimals). Indicate the business function of each data element in the application.*

*NOTE: The characters that follow the DI will be determined by the DIMC during the development of the DI in conjunction with the requester.*

**PAGE 4 (DATA IDENTIFIER REQUEST)**

**4. MEDIA AND APPLICATION USE**

*• With what media (e.g., bar code, 2D symbol, RF tag, etc.) do you intend to use the proposed Data Identifier?*

 *• At what stage will the Data Identifier and data be created and applied?*

 *• On to what and when will the media be applied (package, label, tag, document, . . .)?*

 *• Why does the information need to be machine-readable?*

 *• When and where is the media read?*

 *• Describe the use of the Data Identifier by other users than the originator:*

 *• What is the number of potential users?*

**5. Justification**

 *Describe the benefits (hard and soft savings) expected from the application.*

**6. Additional Information**

 *Feel free to attach any addition information related to your organization and the application.*

Date: Signature:

**PAGE 5 (DATA IDENTIFIER REQUEST)**

**Data Identifier Data Dictionary Record**

**NOTE:** Whenmultiple options follow a heading, choose one and remove the others.

Example:

As currently listed: **Class:** Numeric / Alpha / Alphanumeric / Binary

After selection: **Class:** Alpha

|  |
| --- |
| **Data Dictionary Detailed Entry** |
| **Name:**  |  |  |
|  | **DI:** *[not to be filled out by the applicant]* |
| **Definition:**  |
|  **Class:** Numeric / Alpha / Alphanumeric / Binary **Remarks:** **Decimals:** Yes **/** No **Data Min\_Length:**   **Data Max\_Length:**   **Case Sensitive:** Yes / No**Characters other than upper-case alpha and 0-9 numbers needed:** Yes / NoIf Yes – list the characters required. |
| **Related or applicable standards or regulations:**  |