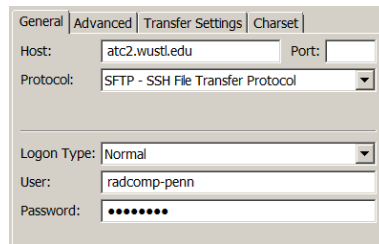


## RADCOMP Radiorepository Data Submission

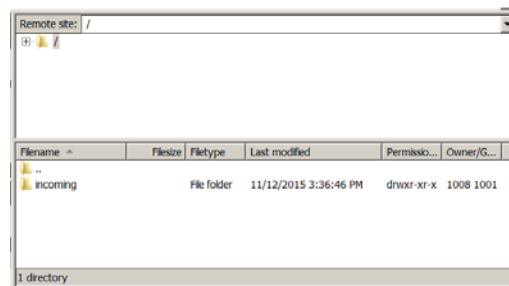
1. Before submitting patient data to Radiorepository at ATC
  - a. Patient is registered and randomized
  - b. A0 form is submitted to RTOG and forwarded to ATC
  - c. (For credentialing cases only) ATC sends email reminder regarding requirements for rapid review.
2. Data Submission Procedure
  - a. A treatment plan dataset is exported from the institution's Treatment Planning System as a set of DICOM files. This dataset consists of
    - i. Planning CT series (one file per CT slice)
    - ii. RT Structure Set
    - iii. RT Plan (photon) / RT Ion Plan (proton)
    - iv. RT Dose (one dose per plan) – Note that if multiple plans are used to treat the patient, a composite dose file should also be submitted, if practical.
  - b. Personal identifiers (patient name, patient ID, date of birth) are to be removed from treatment planning data prior to submission to the ATC. Note however, that care must be taken to maintain consistent references among DICOM objects when a dataset is de-identified. Some treatment planning systems provide anonymous export capabilities. The DICOMPiler software (<http://itc.wustl.edu/DICOMPiler/index.htm>) or PixelMed™ [DicomCleaner™](http://www.dclunie.com/pixelmed/software/webstart/DicomCleanerUsage.html) tool (<http://www.dclunie.com/pixelmed/software/webstart/DicomCleanerUsage.html>) can also be used for this purpose.
  - c. It is recommended that the anonymized DICOM files for a dataset be combined as a ZIP archive file. The ZIP file format contains a checksum that can be used to detect errors in transmission of this file. The filename of the archive file should indicate the trial and subject ID, i.e., case number.
3. Data Upload
  - a. Datasets are to be uploaded to the RADCOMP Radiorepository using the ATC Secure FTP server. The address for this server is **atc2.wustl.edu**. (Note that this *is a dedicated RADCOMP submission server and is not* the same as is used for other ATC submissions.)
  - b. Each participating RADCOMP institution is assigned a user name (e.g., *radcomp-wk*) and password (distributed by the ATC) to be used to login to the sFTP server.
  - c. A Secure FTP (sFTP/SSH) client program is required to upload data to this server. The free/open-source FileZilla software (available for Windows, MacOS, Unix/Linux, see <http://sourceforge.net/projects/filezilla/>) is recommended for this purpose.
  - d. To configure FileZilla, start the program and select File→Site Manager... (or type ctrl-S in Windows). Click on "New Site" and enter a name of this connection (e.g., "RADCOMP upload". Fill in the site details shown below, use "**atc2.wustl.edu**" for Host and "SFTP – SSH File Transfer Protocol" for Protocol. Enter your assigned User name and Password. Click "Connect".



- e. You should now be able to login to the SFTP server using the profile you have just created. When you connect to the server for the first time, you may be asked whether you wish to accept the server's RSA key fingerprint (09:37:20:98:e5:c3:b9:77:2f:3e:f9:e7:79:e2:17:56). Click "Yes" to accept.

Problems in connecting to the ATC SFTP server, may be caused by your institution's firewall configuration. An outbound connection from your computer to TCP Port 22 on the ATC SFTP server (atc.wustl.edu) is required. (Although allowing such a connection is safe, it is sometimes disallowed by default.) The ATC Server Access Test web page (<http://atc2.wustl.edu/ServerAccessTest.html>) can be used as a check of network connectivity between your computer and the ATC SFTP server.

- f. You should see a "Local Site" window with your local filesystem on the left side and a "Remote Site" window similar to the one below on the right side of your display.



- g. Double-click on **incoming** to open the /incoming directory. Right-click in this directory and select "Create Directory" to create a new directory in which to upload data; enter a descriptive name for this directory indicating the protocol and case number. (Please use only alphanumeric characters, "\_", and "-" and avoid using spaces in the directory name.) Click OK to create the directory. Double-click the newly-created directory icon to enter this directory.
- h. Navigate to the directory containing the data files to be uploaded on the left-hand "Local Site" window. Click-drag-and-drop file from the local site to the remote site window to upload them to the ATC server. Check the status window (bottom of display) to note the status of file transfers. Select Server→Disconnect to logout.

#### 4. After uploading a dataset

- a. After a case dataset has been uploaded, a Data Submittal Form is to be completed. This form contains important information for QA evaluation and analysis of your data. A Microsoft Word version of this form can be submitted via email to [atc@radonc.wustl.edu](mailto:atc@radonc.wustl.edu).