

FILM SUBMISSION GUIDELINES

Diagnostic Films

- Do send:*
- complete imaging studies when required by protocol guidelines
or
 - only the slices that demonstrate complete imaging of the tumor volume when allowed by protocol guidelines
 - imaging films from the times required by protocol guidelines
- Don't send:*
- original films
 - copies of every film in jacket
 - films with no patient identification
 - films with the imaging study information removed or covered (e.g. date, use of contrast, series numbers, type – for example T1 or T2)

Simulation (Localization) Films

- Do send:*
- copies of one approved film representing each treatment field (must include the tumor volume drawn on film)
 - films labeled with patient identification (e.g., name, protocol, date)

Verification (Portal) Films

- Do send:*
- copies of one approved film representing each treatment field e.g. AP-PA or R & L Lateral
 - double exposure films
 - films labeled with patient identification (e.g., name, protocol, date)
- Don't send:*
- original films
 - copies of every film in jacket
 - films needing modifications
 - all weekly check films

When sending films to QARC, **please send COPIES of the films required**, not the originals. QARC maintains the permanent film storage for protocols with a radiotherapy and/or diagnostic imaging

component. As an educational and research resource to COG, these films are always available for protocol analysis and subsequent research.