APPENDIX VI
ECOG Checklist for Submission of Radiation Oncology Quality Assurance Materials

Patient: ________________________ Protocol: E1308 Sequence #: ________________________

Send material c/o Treating Radiation Oncologist:
Quality Assurance Review Center Name
Attention: ECOG Materials Address
Suite 201 Phone:
640 George Washington Highway Fax:
Lincoln, RI 02865-4207 E-Mail:

Date Radiation Began: ________________________

Rapid Review materials must be submitted within 3 days after the start of radiotherapy:
Appendix VI: ECOG Checklist for Submission of Radiation Oncology Q. A. Materials
ECOG E1308 On-Study Form (copy) and Appendix V: AJCC Head/Neck Staging Criteria (copy)
Planning CT scan with targets volumes and critical structures displayed
Copies of the diagnostic pre-study imaging AND copies of the post-induction diagnostic imaging used
to define the target volumes along with copies of the corresponding radiology reports. Copies of exam
notes, clinical information, and the endoscopic findings must also be submitted.
Prescription Sheet for the Entire Treatment
Beam Verification (portal) Films (or hard copy real time portal images) of ALL Fields (if achievable)
DRRs of ALL Fields with GTV’s, CTV’s and PTV’s drawn.
Photos of patient in treatment positions with the fields marked
Treatment planning system summary report that includes the monitor unit calculations, beam parameters,
calculation algorithm, and volume of interest dose statistics for ALL Fields
One set of orthogonal anterior/posterior and lateral films if not part of portals
Color Beam's Eye Views (BEVs) for ALL fields showing the PTV and critical normal structures
Color composite Isodose Distributions in axial, sagittal and coronal planes.
Color composite Dose Volume Histograms for the total treatment for the GTV’s, CTV’s, PTV’s, OAR’s,
PRV’s, and “unspecified tissue”
Color Room Eye View (REV) display of all fields
IMRT Dosimetry Summary Form - located at www.QARC.org
Documentation of an independent check of the calculated dose for IMRT
Written documentation of the patient's response to the primary site and involved nodes post-induction.

Final Review materials must be submitted within 1 week of the completion of radiation:
Appendix VI: ECOG Checklist for Submission of Radiation Oncology Q. A. Materials
Completed Daily Treatment Record including prescription, and the daily and cumulative doses to the
prescription point and specified dose points
If the patient's treatment plan was modified subsequent to the reporting of the real-time data, submit data
as specified under the real-time review for the modified plan.
All materials must be labeled with the ECOG assigned protocol and Sequence number.

Instructions on digital data submission are available on line from the QARC website at http://www.qarc.org/ (see Digital Data
section).

***Color data must be submitted in color.***

Please contact the ECOG CRA by calling Tel: (401) 753-7600 or FAX: (401) 753-7601 for clarification as necessary. Thank you for your
ongoing co-operation. If you need verification of receipt of this data, please write your name and e-mail address below.