

SOP Number :	305.03
Title :	Radiographic Data Handling

Revision Chronology			
Version Number	Effective Date	Review Date	Reason for Change
305.01	August 3, 2021	January 21, 2022	Initial Version
305.02	January 24, 2022	October 5, 2022	Facility Name Change
305.03	October 8, 2022	January 10, 2023	Added Data Server Policy

 Director Signature

 Date

1. Scope

This SOP describes how data obtained within the CenTRI facility will be collected and stored.

2. Procedures

a. Data Collection

- All data collected within the CenTRI (CT, XA, WBCT, DT, and RSA) should be coded according to the study protocol.
- Only the study coordinator and the CenTRI technologist should know the identity of the subject. Information on the subject and the subject's study code will be kept by the study coordinator and/or the CenTRI technologist in a locked cabinet.

b. Temporary Data Storage

- All data collected within the CenTRI will be temporarily stored on the system's hard drive for a maximum of 48 hours. This includes all raw data acquired during scanning. It is the **operators' responsibility** to have their data networked and stored accordingly.

c. Permanent Data Storage

- All data should be transferred to the investigator's assigned directory or CenTRI workstation. The operator is responsible for determining where the data is to be stored and/or backed up.
- Data can also be stored on a CD-R/DVD-R. Discs must be purchased in advance by the operator or investigator performing the scan.

d. Data Server Organization

- All data intended to be transferred to the *CEN TRI* destination **MUST** use the modality worklist on the imaging equipment.
- Access to data is controlled by the PI's last name. If your data does not have the correct PI's last name, then the images will not appear during a database search. If you cannot access your data, contact the facility manager.