

UK PET Core Lab

Standard Operating Procedure: MIMcloud Upload

A procedure for uploading DICOM data to MIMcloud for review at the UK PET Core Lab based at the King's College London & Guy's and St. Thomas' PET Centre

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The UK PET Core Lab is operated by GSTT and KCL and is endorsed by the BNMS

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1 Introduction

This Standard Operating Procedure (SOP) applies to the upload of DICOM data from external sites to the MIMcloud server for review at the King's College London & Guy's and St Thomas' PET Centre.

2 Aim

The purpose of this SOP is to ensure that the upload of DICOM data to the MIMcloud server is performed using standard and secure methods.

3 Roles and Responsibilities

Designated users at external sites are responsible for pseudo-anonymising and uploading DICOM data to the MIMcloud server. Physicists at the King's College London & Guy's and St Thomas' PET Centre are responsible for maintaining access and permissions for external users. Clinical users are responsible for ensuring only data with appropriate ethics approval is shared via the MIMcloud server.

4 Uploading DICOM Data to MIMcloud

4.1 Set Up MIMcloud Account

- 1. Go to MIMcloud website https://mim-cloud.appspot.com/
- 2. Sign up for an account
 - a. Set the user type to Clinician
 - b. Set the Region to EU (Ireland)
- 3. Let the Core Lab (pet-trials@kcl.ac.uk) know the email used to set up the account

The Core Lab will set up your access and send an email to let you know when you can access the designated Group for uploading data.

4.2 Uploading DICOM Data

Before uploading any patient scan data to the server, it MUST be pseudo-anonymised – refer to the relevant trial imaging manual for the naming convention.

- 1. Sign into the MIMcloud website using your account details
- 2. Click on Groups from the left-hand menu if you have access to multiple Groups, make sure the correct Group is selected for Uploading the data
- 3. Click on View Studies for the appropriate Group

Leeds_GEP	Admins:	Sally Barringto	Payment:	Inherit	💣 MANAGE
	My Role:	Administrator	Inherited:	Kings College	WIEW STUDIES

4. Select the UPLOAD tab

TUDIES - LEEDS_GEP - INBOX					
ARCH UPL	DAD ACCEPT	BLIND TRANSF	ER LIST BLIN	ID TRANSFER	s
Patient Name	Patient ID	Modality	Start Date	End Date	Expiration Date ~
Last Name			mm/dd/yyyy	mm/dd/yyyyy	
Result Limit	Study Location	Newly Received Sc	ource		
30 5	/ Inbox /	~ L	eeds_GEP ~	CLEAR FIELDS	SEARCH
studies found.					

- If not already installed, click to install the MIMcloud organiser follow the onscreen instructions. Please note that 32-bit Windows PCs are not supported – if no 64-bit PCs are available contact the Core Lab (<u>pet-trials@kcl.ac.uk</u>) for alternative transfer instructions.
- 6. Click on Launch MIMcloud organiser
- 7. On the MIMcloud Uploader screen browse to the directory where the pseudoanonymised scans are located on the local drive - the files should NOT be compressed (.zip or .7z) and multiple studies can be placed in the same folder to upload together
- 8. The organiser will list the studies and series found in the directory make sure the correct data is selected and it is pseudo-anonymised
- 9. Select the studies/series to upload do not send screen captures, movies or clinical reports
- 10. Check the destination Group is correct and change the availability to DICOM only

MIMcloud Uploader				
Directory	op\SCOPE2_097002_KK_Day14\SCOPE2_097002_KK_Baseline Browse			
Toggle All		A		
 K*K, Wed Jun 20 01:00:00 CT, WB CT PT, WB Q.Clear 350 PT, NAC PT, VuePointHD 	B\$T 2018, NM Whole body FDG PET CT, Ok0ooyFml7DYSh5aXWd6VLxg6qU83380.284028900	Ø		
Destination	Leeds_GEP \$			
Availability	DICOM Only Start Upload			

11. Click Start Upload – a screen will show the upload progress. The time taken will depend on the speed of the local network and the size of the studies to upload



12. Once complete, you will get a screen to indicate if the upload is successful

MIMcloud Upload	der
1 studies uploaded successfully. 0 studies failed to upload. 1 studies processed.	0

13. Once finished, log out of the MIMcloud organiser and email the Core Lab to let them know that the data has been uploaded (<u>pet-trials@kcl.ac.uk</u>).