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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Aug-18	Original version	LPike
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The UK PET Core Lab is operated by GSTT and KCL and is endorsed by the BNMS

Contents

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

4. Select the UPLOAD tab

5. 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 (pet-trials@kcl.ac.uk) for alternative transfer instructions.
6. Click on Launch MIMcloud organiser
7. On the MIMcloud Uploader screen browse to the directory where the pseudo-anonymised 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

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
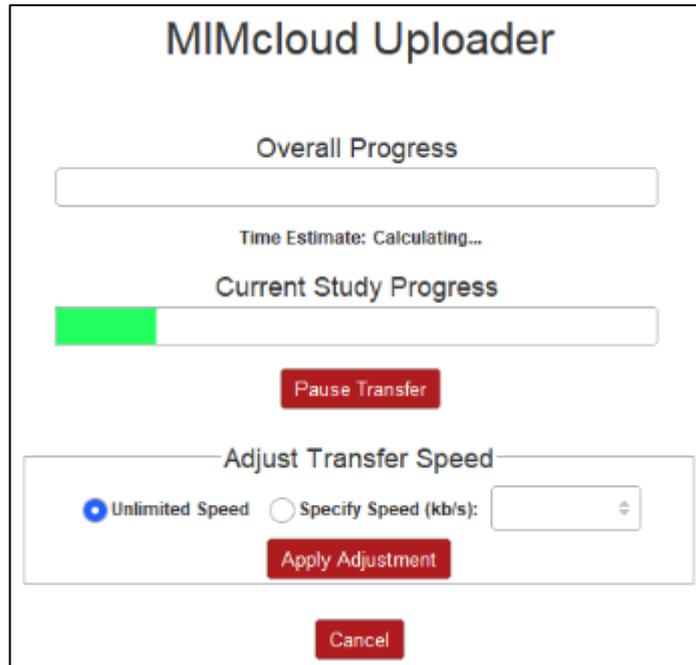
12. Once complete, you will get a screen to indicate if the upload is successful
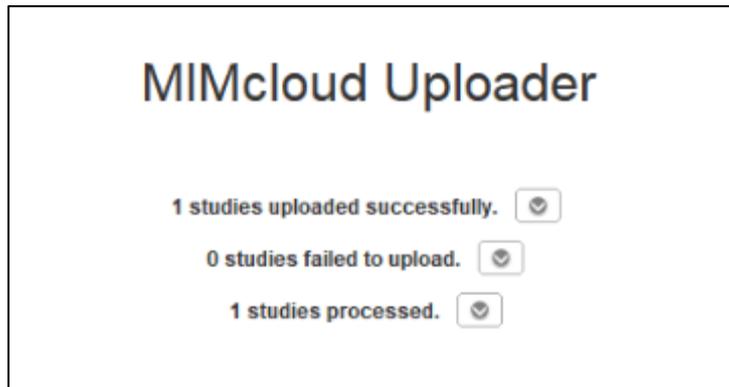
13. Once finished, log out of the MIMcloud organiser and email the Core Lab to let them know that the data has been uploaded (pet-trials@kcl.ac.uk).