CAMRIS SOP # 105

Data Transfer, Storage, and Anonymization

Responsible Committee:	Effective From:	Last Approved:	Next Review:	Next Approval:
Administrative	Oct 22, 2025	Jan 8, 2026	Dec 1, 2026	Jan 8, 2027

1. Purpose

This standard operating procedure (SOP) describes the procedures for securely transferring MR data including images, spectra, raw data, and other data generated as part of research studies. The goal is to ensure patient confidentiality, data integrity, and compliance with institutional and ethical requirements.

2. Scope

These procedures apply to research studies that use CAMRIS services to acquire, store, and transfer experimentally generated data.

3. Instructions and Procedures

3.1. DICOM Data Transfer and Storage

Most imaging and spectroscopy data is transferred from the scanner in DICOM format. DICOM is an extremely flexible format with many variations and can be transferred to study teams using several different methods. Study teams are responsible for determining all the necessary details of DICOM format and transfer for their study, as outlined below.

3.1.1. The study team must confirm study-specific data requirements with the sponsor before image collection (e.g., “compatibility” vs “enhanced” DICOM formats, compression settings, etc.). This information will need to be communicated to the MRI technologist at the time of data transfer.

3.1.2. DICOM data can be sent from CAMRIS scanners to the hospital PACS (Picture Archiving and Communication System), also called Sectra, if it is being reviewed by a radiologist. Data that is not being reviewed (e.g., fMRI data) cannot be sent to the hospital PACS. Study teams with access to Sectra can re-export DICOM data themselves. Note: DICOM data acquired on CAMRIS scanners at Stellar-Chance laboratories can not be directly transferred to PACS.

3.1.3. DICOM data can be sent from CAMRIS scanners to Flywheel, a cloud-based research image storage and processing system. Note that data sent to Flywheel may be able to have PHI stripped as part of the transfer. CAMRIS can connect interested study teams with Flywheel administrators to confirm availability of services.

3.1.4. DICOM data can be saved to external USB drives provided by the study team. Please note that external USB drives should follow UPHS policy and include hardware-level encryption.

3.2.Ancillary Data

Some studies request saving “raw” or other ancillary data generated on the scanner. This data can only be saved to external USB drives provided by the study team.

3.3. Anonymization and Upload to Study Sponsors

3.3.1. CAMRIS does not perform anonymization or deidentification of study data. CAMRIS staff will transfer study data to the medium chosen by the study team. Study teams are responsible for anonymizing data using their own software tools.

3.3.2. CAMRIS does not upload data to study sponsors. Study teams are responsible for uploading data to their study sponsors.

3.4. Data Formatting Compliance

3.4.1. For studies that do not include phantom qualifying scans, study teams are strongly encouraged to work with CAMRIS to collect phantom data following their sponsor's directions and confirm with the sponsor that the data is acceptable.

3.4.2. If a study sponsor rejects data due to formatting issues, it is important to alert CAMRIS immediately using the CAMRIS Help Center. Study teams should maintain accurate documentation of data requests, transfers, and communication with study sponsors to facilitate addressing any formatting issues.

3.5. Data Retrieval and Clearing

3.5.1. Study teams must retrieve data from the scanners within 7 business days of the visit. The scanners' databases have limited storage and must be cleared regularly to accommodate new MRI scans. CAMRIS is not responsible for data that has been cleared from our scanners.

4. Update History

Date:	Description of Revision
10/21/2025	Initial version
1/8/2026	Updated section 3.1.2 to clarify that data acquired at Stellar-Chance can not be directly transferred to PACS.