

## COMPUTED TOMOGRAPHY

### TABLE OF CONTENTS

<b>A.</b>	<b>CT Scan Reading Center (CTSRC)</b> .....	<b>2</b>
<b>A.1</b>	<b>Background and Rationale</b> .....	<b>2</b>
<b>A.2</b>	<b>CT Scan Reading Center Purpose</b> .....	<b>2</b>
<b>A.3</b>	<b>CT Body Composition Scan Collection</b> .....	<b>3</b>
<b>A.4</b>	<b>Training and Certification of CT Sites and CT Technologists</b> .....	<b>3</b>
	<b>Site Certification</b> .....	<b>3</b>
	<b>Training of CT Technologists</b> .....	<b>4</b>
<b>B.</b>	<b>CT Scanner Equipment Specifications</b> .....	<b>5</b>
<b>B.1</b>	<b>Equipment Information</b> .....	<b>5</b>
<b>C.</b>	<b>CT Body Composition Scan Acquisition</b> .....	<b>5</b>
<b>C.1</b>	<b>Safety</b> .....	<b>5</b>
<b>C.2</b>	<b>Exclusions</b> .....	<b>6</b>
<b>C.3</b>	<b>Pre-Examination Procedures</b> .....	<b>6</b>
	<b>Participant Positioning if Performing <u>Both</u> Spine and Body Composition CT</b> ....	<b>7</b>
	<b>Participant Positioning if Performing <u>Only</u> Body Composition CT Imaging</b> .....	<b>7</b>
<b>C.4</b>	<b>Thigh at Mid-Femur Image</b> .....	<b>7</b>
	<b>CT Scanning Parameters for Mid-Thigh Body Composition Scan</b> .....	<b>7</b>
<b>C.5</b>	<b>Abdominal Imaging</b> .....	<b>8</b>
	<b>CT Scanning Parameters for Body Composition Abdominal Scans</b> .....	<b>8</b>
<b>C.6</b>	<b>Image Storage</b> .....	<b>9</b>
<b>C.7</b>	<b>Post Scanning Quality Check for Body Composition Images</b> .....	<b>9</b>
<b>C.8</b>	<b>Post Scanning Quality Check for Spine CT Image</b> .....	<b>9</b>
<b>D.</b>	<b>CT Scan Image Transmission</b> .....	<b>10</b>
<b>D.1</b>	<b>Image Transfer</b> .....	<b>10</b>
<b>D.2</b>	<b>Shipment Notification and Confirmation</b> .....	<b>10</b>
<b>D.3</b>	<b>Transfer checklist</b> .....	<b>10</b>
<b>E.</b>	<b>CT Scan Reading Center Directory</b> .....	<b>11</b>
<b>F.</b>	<b>List of Figures</b> .....	<b>12</b>
<b>G.</b>	<b>List of Attachments</b> .....	<b>12</b>
	<b>Attachment A: Site Survey - CT imaging sites for Health ABC study</b> .....	<b>16</b>
	<b>Attachment B: Review of submitted sample scans</b> .....	<b>17</b>
	<b>Attachment C: Site Visit Checklist</b> .....	<b>18</b>
	<b>Attachment D: CT Scan Shipment Notification</b> .....	<b>21</b>
	<b>Attachment E: Daily Inventory of Health ABC Participants</b> .....	<b>22</b>
	<b>Attachment F: Quick Reference for Health ABC Spine CT Scans</b> .....	<b>24</b>

## A. CT Scan Reading Center (CTSRC)

### A.1. Background and Rationale

**Significance of Body Composition CT scan:** The purpose of the CT scan is to provide a means of quantifying the muscle and fat volumes in participants in the Health ABC protocol. A subset of these participants will also receive an additional CT scan to determine bone mineral density. Issues related to this are addressed in an accompanying manual. The CT body composition image will be used to calculate:

- Adipose and muscle tissue areas at L4 – L5
- Adipose and muscle tissue densities at L4 – L5
- Other tissue parameters at L4 – L5, as defined in the scope of work.
- Adipose and muscle tissue areas at mid-femur.
- Adipose and muscle tissue densities at mid-femur.
- Other tissue parameters at mid-femur, as defined in the scope of work.

### A.2. CT Scan Reading Center Purpose

The CTSRC at the University of Colorado Health Sciences Center (UCHSC) will be responsible for reading and analyzing the CT body composition scans obtained for the Health ABC protocol. For those participants receiving a Spine CT study, the CTSRC will reformat and transfer the images to UCSF for analysis. Objectives of the CTSRC include:

- Train the CT technologists at each site on collection, storage and transmittal of the CT scans.
- Provide continuous technical support for each site.
- Provide quality control of the CT scans for each site.
- Analyze each Body Composition CT image obtained.
- Participate in protocol development and publication of results.

**The methods used to acquire the CT must be consistent for each site to ensure accurate analysis at the CT Scan Reading Center. A standard technique for the acquisition will allow serial comparison and analysis of data should it be desired to re-image the participants at a later stage in the Health ABC protocol.**

### A.3. CT Body Composition Scan Collection

Axial CT scans at the L4-L5 and mid-thigh level will be obtained on each participant during their CT examination for the Health ABC protocol. It is important that the scans be transmitted to the CTSRC on a timely basis so that image quality can be continually monitored. This will ensure that a minimum number of scans are compromised prior to resolution of any problems with quality. It is important that the site **keep an onsite backup** of any images obtained in the event that the transfer media becomes damaged during shipment. All sites involved in collection of the scans must be certified as described in section A.4.

### A.4. Training and Certification of CT Sites and CT Technologists

Technologists will be trained by the Principal Investigators of the CTSRC during a site visit. During this training each site will be certified to ensure that it has the capability to perform the desired scan, that images are of acceptable quality and that the site has the ability to transfer images in an acceptable manner to the CTSRC.

#### Site Certification

For each site, a letter will be mailed describing the project and expectations for the site. This mailing will include a site survey (Attachment A), this protocol manual and a request for the following materials.

- A lateral abdominal scout and an axial CT scan, non-helical, in the area of L4-L5, from a routine participant, performed on the CT scanner to be used in the study.
- Example of an LAT scout of the femur and a mid-thigh axial CT scan, non-helical, from a routine participant, performed on the CT scanner to be used in the study.
- Electronic "Save Screen" image of the scout images sent above, with the scan level of the abdominal and thigh scans electronically indicated.
- Example of a water phantom image obtained during normal QC within a month of the clinical images included above.
- Example of a linearity phantom image obtained during normal QC on the scanner to be used for this study.

All of the above materials should be sent to the CTSRC, at the address in Section E, on the storage media (tape/disc) to be used for the study.

The above materials will be reviewed at CTSRC to assess the quality of the site's scanner, scan technique and data transfer protocol. An assessment sheet (Attachment

B) will be filled out for each study and will be reviewed during the site visit. When all recorded issues are satisfactorily resolved, the site will be certified.

The CTSRC will continually review the image quality and technique as image data is submitted by the site during the course of the study. Specifically:

- Each water phantom will be analyzed for uniformity and calibration of CT values.
- Each scout will be evaluated for proper preparation and positioning of the participant.
- Each axial image will be evaluated for technique, appropriateness of chosen FOV, image quality and selection of level.

Any concerns will be discussed directly with the site CT coordinator.

### **Training of CT Technologists**

A representative from the CTSRC will visit each site to train the CT lead technologist and as many of the performing technologists as can be made available. Training will include:

- review of the scan protocol
- review of the site's recent QC logs
- assessment of the site's understanding of the protocol
- review of any questions that the site may have regarding the requirements for the study.

As the visit progresses, we will cover the items detailed in this procedure manual and outlined on the check sheet on Attachment C. The lead technologist will be requested to have study participant(s), or volunteers acting as such, available for scanning, such that a scan can be performed during the site visit. It will be the responsibility of the lead CT technologist to train CT technologists not present at this site visit session to perform this protocol. All certified technologists will receive a Staff ID from their field center and should mark all scans performed with this ID. It is desired that the number of technologists be limited so as to assure consistency in the scan technique. It is expected that technologists will be members of the normal staff of the facility performing the scans. The staff ID of the technologist should be recorded on the daily inventory of Health ABC participants which is sent to the CTSRC (Attachment E).

**B. CT Scanner Equipment Specifications**

**B.1. Equipment Information**

All CT images will be acquired on the scanners listed for each site below.

- GE 9800 Advantage - Pittsburgh Computerized Tomography Associates.
- Siemens Somatom Plus - U of Tennessee.
- GE Diagnostic Imaging

CT image transfer to CTSRC will be via

- Tape (GE9800)/CD - Pittsburgh Computerized Tomography Associates.
- 5.25 inch MOD - U of Tennessee.
- 5.25 inch MOD Diagnostic Imaging

It is the responsibility of the site to keep an additional copy of the images on site.

**C. CT Body Composition Scan Acquisition**

The CT body composition scans consist of a lateral abdominal scout, a single axial image at L4-L5, an AP thigh scout and a single axial image at mid-thigh.

**C.1. Safety**

A CT exam involves the use of ionizing radiation. A statement of radiation dose is included on the consent form signed by the study participant prior to involvement in the Health ABC study. Although it is the responsibility of the Health ABC study coordinator to have the participant sign the consent form, the CT technologist should check to be sure that this has happened. A summary of approximate radiation doses for the body composition protocol follows. Note that exact doses are scanner and protocol dependent.

	Absorbed Dose (mGy)	Effective Whole Body Dose (microSv)
Abdomen from lateral scout:	0.15	100
Abdomen, L4-L5 axial slice:	10	100
Thigh from AP scout:	0.15	15
Mid-thigh from axial slice:	7.5	30
Abdomen from spine CT	2.5	50

## C.2. Exclusions

In this population, the only exclusion criteria shall be:

- Severe debilitation such that the participant is unable to lie supine.

Pregnancy as an exclusion criteria should not be an issue in this population. If a participant's size is such that not all of the skin and subcutaneous fat can be captured in the CT image, the site is requested to perform the imaging anyway, using the largest display field of view available. Although a subcutaneous fat calculation cannot be made for such a participant, all other parameters will be measured.

## C.3. Pre-Examination Procedures

All participants who arrive for CT scans should have already been consented for this procedure and a reasonable assessment of the participant's girth should have been made. The technician responsible for performing the CT scan must confirm that: (1) the participant has already signed a consent form; and (2) does not qualify for exclusion based on the criteria listed above; (3) presents with an appropriate Health ABC participant number and form.

As with any CT of the abdomen, all metallic items such as clothes with zippers or hooks shall be removed from the area of interest. The participant should change into a hospital gown for the CT examination.

All CT studies should be identified with:

- Participant's Health ABC participant ID as their ID.
- Participant's Health ABC acrostic as their name.
- Date of Study, Exam Number (Pittsburgh), Time Stamp (UT).
- Performing Technologist's Health ABC staff ID.

NOTE, that the participant ID has the format "HAnnnn" or "HBnnnn", where "nnnn" is a four digit number. The acrostic consists of the first letter of the participant's first name and the first three letters of the participant's last name. The staff ID has the format "Ann" or "Bnn" where the "nn" is a two digit number. In the preceding, the "A" and "B" refer to the site's Health ABC ID. Sites will be notified of any irregularity in header information via a site QC report, generated on a monthly basis.

**Participant Positioning if Performing Both Spinal and Body Composition CT**

For participants protocolled to receive the Spine CT and the Body Composition scans, prepare the CT table and position the participant according to directions in Attachment F, entitled “Quick Reference for Health ABC Spinal CT Scans.” PRIOR to obtaining the Spinal axial scan at L3, obtain all Body Composition axial images (first the Mid-thigh, then L4 - L5 axial scans). Finally, obtain the Spine CT scan. Make sure that the participant’s position is not changed between performing the axial Abdominal CT and the axial Spinal CT scan. If it does, a second scout must be obtained to position the Spinal CT scan plane.

**Participant Positioning if Performing Only Body Composition CT Imaging**

Participants should be placed in supine position as routine for a body CT in your site and with the arms above the head and toes directed toward the top of the gantry. Care should be taken to position the participant symmetrically on the CT table. After the thigh body composition image is obtained, elevate the participant’s legs on a cushion to reduce the lordotic curve in the back for the abdominal body composition image.

**C.4. Thigh at Mid-Femur Image**

**CT Scanning Parameters for Mid-Thigh Body Composition Scan**

An AP scout including the entire femur should be obtained. The femoral length is to be measured using the right leg, unless otherwise indicated on the exam referral sheet from the Health ABC clinic, in cranial-caudal dimension, and the mid point determined as illustrated in Figure 3. The scan plane chosen must be recorded electronically on the scout image shipped to the CTSRC. A single, 10 mm thick, axial image should then be obtained at the femoral midpoint, making sure that the entire circumference of both thighs are included in the field of view.

**Scout**

- Level: To include proximal through distal femur. May require two scout images.
- Plane: AP
- mA: 40-100
- kVp: 120 -140
- speed: Normal

- Axial image
- Level: Mid femur (see Figure 3)
- mAs: 200-250
- kVp: 120
- Slice: 10 mm
- Scan FOV: Largest.
- Display FOV: Variable - Image must contain all skin and subcutaneous tissue of both thighs. If in doubt, use largest available FOV.

### C.5. Abdominal Imaging

#### CT Scanning Parameters for Body Composition Abdominal Scans

A lateral scout (parameters below), covering T4 through the upper sacrum should be obtained. Note that this is an extended scout compared to the normal scout that you might perform. The L4-L5 disc space should be located on this scout by counting the (non rib-bearing) lumbar vertebrae. (In general, the disc space closest to the iliac crest is L4-L5.) In the unusual event that there are six non rib-bearing lumbar vertebrae, the inter-space closest to the iliac crest should be considered to be L4-L5. See Figure 2.

A single abdominal image at L4-L5 during suspended respiration, (parameters below) should be obtained. For suspended respiration, the participant should breathe in, let the air out until it stops naturally, and stop breathing. The participant should not forcefully expire. Participants should relax their abdomen and make no attempt to “pull it in.” Care must be taken to include the skin and all subcutaneous tissues on this image as illustrated in Figure 1.

If the participant is to receive an axial scan for Spine CT measurements, refer to Attachment F, “Quick Reference for Health ABC Spinal CT Scans” for instructions on performing this scan. Do not let the participant move so that the same scout can be used for localizing the Spine CT scan.

#### Scout:

- Level: Approximately T4 through upper sacrum. You **must** include upper sacrum even if you have to exclude T4. This may require two scout acquisitions.
- Plane: LAT
- mA: 100
- kVp: 140
- Speed: Slow speed to provide the lowest noise scout.



Axial abdominal image for body composition:

- Level: L4 - L5 disc space.
- mAs: 300 - 360
- kVp: 140
- Slice: 10 mm (display on the image, 7mm at UT Memphis)
- Scan FOV: Largest available.
- Display FOV: Variable - Image must contain all skin and subcutaneous tissue. If in doubt, use largest available FOV.
- Algorithm: Standard

### **C.6. Image Storage**

All images should be double archived: once on media to be transferred to the CTSRC and once on media to be stored at the imaging site at full resolution.

### **C.7. Post Scanning Quality Check for Body Composition Images**

Prior to completing the examination, all images should be checked for the following:

- Scout films cover the desired areas and a set has been created with scan planes marked.
- Axial images were obtained at L4-L5 and at mid thigh.
- All skin and subcutaneous fat are visible on the axial images.
- There is no perceptible participant motion artifact in the image.
- The study is logged on Attachment E.

### **C.8. Post Scanning Quality Check for Spine CT Image**

Prior to completing the examination, Spine CT images should be checked for the following:

- Spine CT slice is mid-vertebral body and angled to compensate for lordosis.
- Spine CT Phantom is in FOV and centrally positioned against back.
- All soft tissue is visible on the axial images.
- Absence of image artifacts in vertebral body or calibration cylinders.

## **D. CT Scan Image Transmission**

### **D.1. Image Transfer**

Images to be transferred include water phantom images for monitoring of scanner calibration as well as all scouts (with and without scan planes marked) and axial images. If the participant received a scan for the Spine CT protocol, that should also be included. Scans from all sites should be sent on the agreed upon media. All media should be mailed on a weekly basis to:

Shari Valenta  
UCHSC at Fitzsimons, CHS  
Building 500 Rm N5205  
13001 E. 17<sup>th</sup> Pl.  
Aurora, CO 80045

The site CT coordinator will be notified if a weekly mailing has not been received.

### **D.2. Shipment Notification and Confirmation**

As soon as the media is mailed, the site should fax a CT Scan Shipment Notification Form (Attachment D) to the CTSRC at (303) 724-0911.

The site's media will be read and returned directly to the return address on the original mailing. Discrepancies in Participant ID information will be handled on the monthly QC report, sent to the Center coordinator and the CT imaging facility. Note that each site is required to keep an on-site backup of the images so that discrepancies can be resolved.

### **D.3. Transfer checklist**

Before transferring or mailing please be sure that:

- Each tape or disk contains the current month's water phantom image from the scanner used for participant images, scout images, scout images with electronic markers indicating the scan planes, and the axial images at L4-L5, mid-thigh, and at L3 (for Spine CT participants only).
- A copy of the CT Scan Shipment Notification Form and Participant Logs (Attachment D and E) is included, which contains a list of the participants and exams included on the media.
- A back-up of all studies on the storage medium including the appropriate water phantom has been retained by your site.

- A clear return address is on the package.

### **E. CT Scan Reading Center Directory**

For questions regarding protocol requirements for the abdomen and thigh body composition images contact Ann Scherzinger or Shari Valenta by fax or e-mail.

For questions regarding protocol requirements for the spine BMD measurement contact Tom Fuerst at UCSF.

Susan Averbach at the Coordinating Unit must be copied on all queries regarding procedures, protocol or data quality.

For questions regarding data receipt or confirmation reports contact Shari Valenta.

Mailing address:

Ann Scherzinger, PhD  
UCHSC at Fitzsimons, CHS  
Building 500 Rm N5207A  
13001 E. 17<sup>th</sup> Pl.  
Aurora, CO 80045

FAX:        (303) 724 - 0911

#### **Principal Investigator**

Ann Scherzinger, Ph.D.	Phone: (303) 724-0508
	Pager: (303) 266-3631
	e-mail: Ann.Scherzinger@uchsc.edu
	Fax: (303) 724-0911

#### **Co-Principal Investigator**

Elizabeth Stamm, M.D.	Phone: (720) 848-1876
	e-mail: E.Stamm@uchsc.edu

#### **Professional Research Assistant**

Shari Valenta	Phone: (303) 724-0506
	Pager: (303) 266-0681
	e-mail: <a href="mailto:shari@chs.uchsc.edu">shari@chs.uchsc.edu</a>
	FAX: (303) 724-0911

#### **UCSF Coordinating Unit Contact**

Susan Averbach

Phone: (415) 597-9355  
e-mail: saverbach@psg.ucsf.edu  
Fax: (415) 597-9213

Tom Lang, PhD

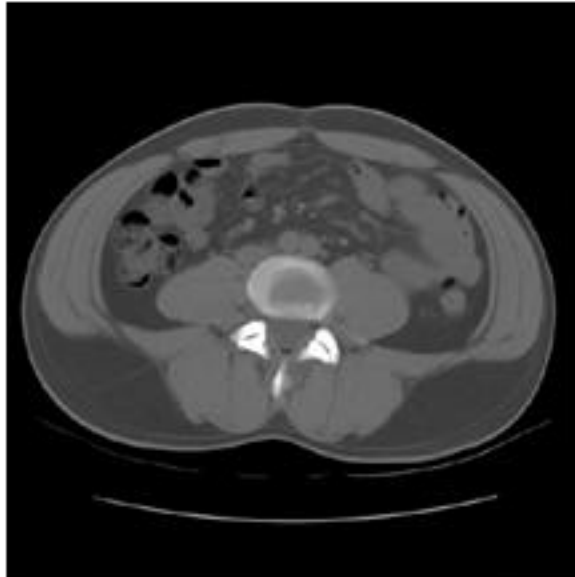
Phone: (415) 502-4698  
e-mail: thomas.lang@oarg.ucsf.edu  
Fax: (415) 502-2663

### **F. List of Figures**

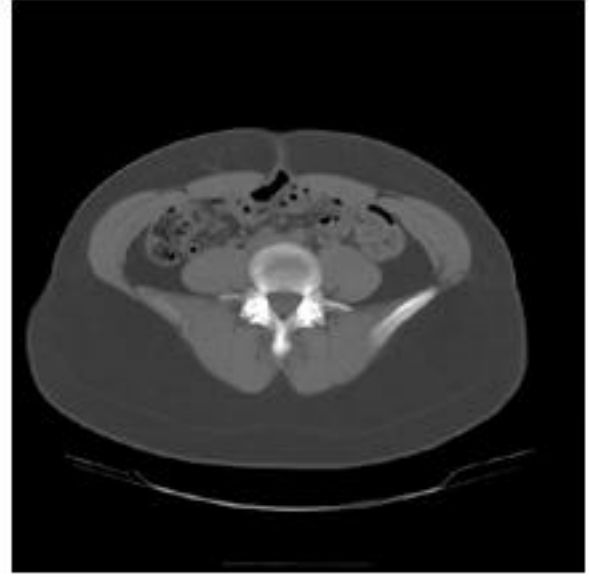
1. Selection of Display Field of View (DFOV)
2. Location of Abdominal Scan Plane
3. Location of Mid-Thigh Scan Plane

### **G. List of Attachments**

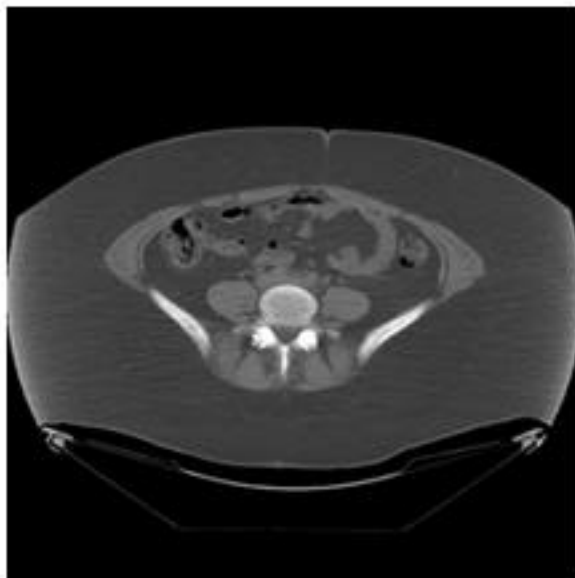
- A. Site Survey
- B. Review of Submitted Sample Scans
- C. Site Visit Checklist
- D. CT Scan Shipment Notification
- E. Daily Inventory of Health ABC Participants
- F. Quick Reference for Health ABC Spinal CT Scans



**Average patient, DFOY of 40 has been chosen. Image fills the FOY, but no fat has been cut off.**



**Larger patient, maximum DFOY has been chosen. Image fills the FOY, but no fat has been cut off.**

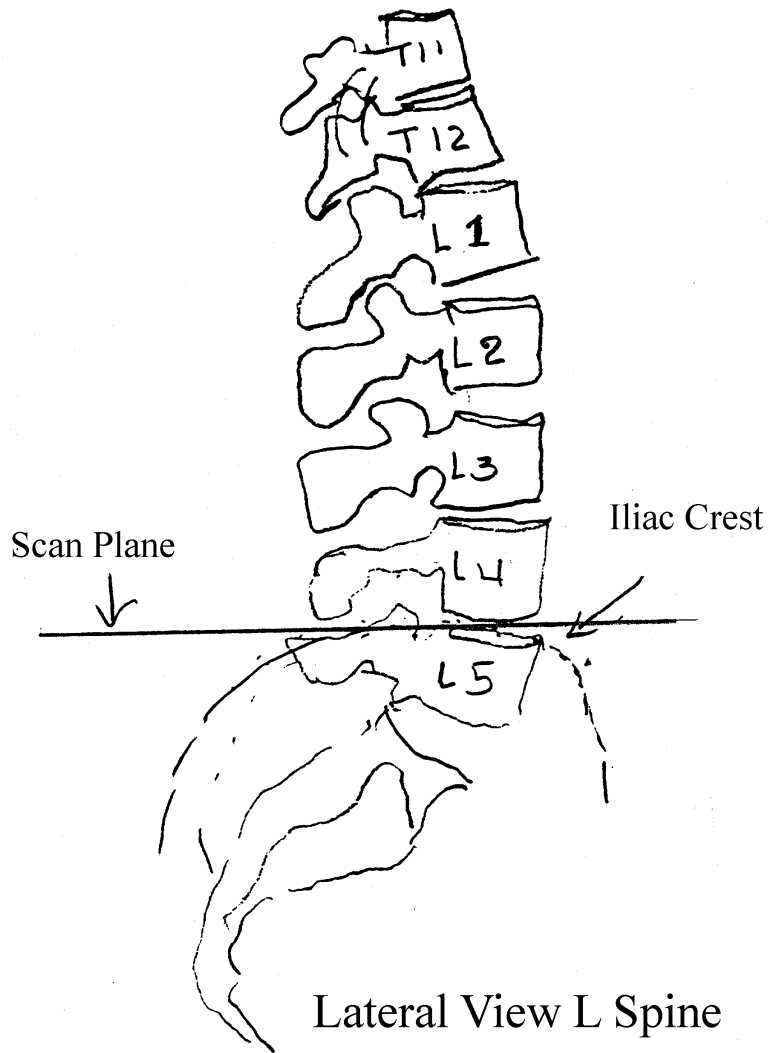


**Very large patient. Maximum DFOY has been chosen but not all subcutaneous fat is visible. Acquire all images anyway and transmit to center.**

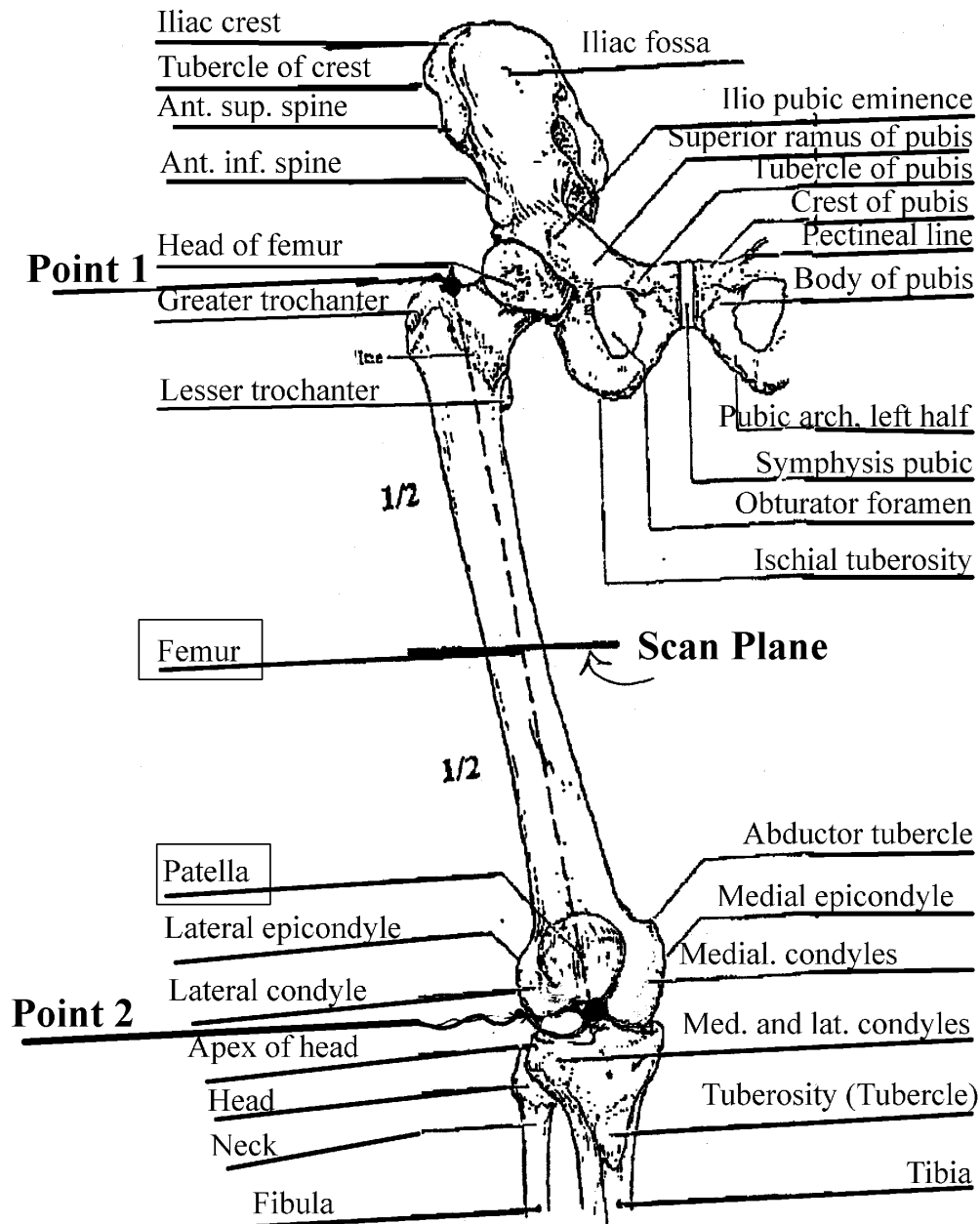


**Large patient. DFOY chosen is too small. Re-reconstruct image with larger DFOY.**

**Figure 1 - Selection of Display Field of View (DFOY).**



**Figure 2 - Location of Abdominal Scan Plane**



Location of the Mid-Thigh scan: Measure the distance between the medial edge of the greater trochanter (Point 1) and the intercondyloid fossa (Point 2). Choose the plane lying midway between these points (Scan Plane).

**Figure 3 - Location Mid-Thigh Scan Plane**

Attachment A: Site Survey

**SITE SURVEY - CT IMAGING SITES FOR HEALTH ABC STUDY**

ATTACH TO REQUESTED SAMPLE IMAGES

TO BE FILLED OUT BY SITE:

Site Name: \_\_\_\_\_ Site ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Make/Model of CT used: \_\_\_\_\_

Transfer Media: \_\_\_\_\_

List of participants/images on media:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of water phantom image: \_\_\_\_\_



Attachment B: Review of Materials

REVIEW OF SUBMITTED SAMPLE SCANS

Site Name: \_\_\_\_\_ Site ID: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Phantom Quality Measures**

Water Calibration: \_\_\_\_\_

Uniformity: \_\_\_\_\_

Linearity: \_\_\_\_\_

**Scout**

Technique: \_\_\_\_\_

Positioning: \_\_\_\_\_

FOV: \_\_\_\_\_

Participant prep: \_\_\_\_\_

**Axial Images**

Technique: \_\_\_\_\_

Positioning: \_\_\_\_\_

FOV: \_\_\_\_\_

Image quality: \_\_\_\_\_

**Header Demographics**

Site ID: \_\_\_\_\_

Participant ID: \_\_\_\_\_

Study Date: \_\_\_\_\_

Other problems or comments:

**Attachment C: Site Visit Checklist**

SITE VISIT CHECKLIST

SITE: \_\_\_\_\_ Date: \_\_\_\_\_

I. Imaging Protocol Issues

- \_\_\_\_\_ Confirm survey information.  
Name, address, contact, phone number
- \_\_\_\_\_ Review routine maintenance schedule for scanner.  
Maintenance schedule:
- \_\_\_\_\_ Site protocol regarding consent form.  
Who is responsible for consent form:
- \_\_\_\_\_ Review exclusion criteria.
- \_\_\_\_\_ Discuss participant preparation and positioning.  
Review guidelines in the manual.
- \_\_\_\_\_ Discuss labeling of images with appropriate  
demographics.  
  
Participant ID:  
Participant Name:  
Staff ID:
- \_\_\_\_\_ Discuss what images are required and imaging  
parameters.  
Review the two groups (Spine CT versus Body  
Composition).  
Review technique in sample images.  
Review any concerns from sample images.
- \_\_\_\_\_ Discuss how to identify imaging levels.  
Review any concerns from the sample images.

SITE VISIT CHECKLIST - PAGE 2

SITE: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Discuss how to choose appropriate fields of view.  
Review procedure if participant is too large.  
Review any concerns from sample images.

\_\_\_\_\_ Give site name of UCHSC contact for protocol  
questions.

\_\_\_\_\_ Discuss training of additional CT technologists.

Site Questions:

SITE VISIT CHECKLIST - PAGE 3

SITE: \_\_\_\_\_ Date: \_\_\_\_\_

II. Image Transfer and Storage Protocols

- \_\_\_\_\_ Confirm water phantom scan protocol and timing.  
Review any concerns from sample images.
- \_\_\_\_\_ Confirm facility for retaining local backup of images.  
Site procedure:
- \_\_\_\_\_ Confirm protocol for image storage.
- \_\_\_\_\_ Confirm schedule for mailing of data to UCHSC.  
Schedule:  
Contact person:
- \_\_\_\_\_ Confirm schedule for returning media to site.  
Schedule:  
Contact person:
- \_\_\_\_\_ Confirm site addresses for mailing.  
Address:
- \_\_\_\_\_ Discuss any issues seen in review of site's sample  
images regarding transfer format.
- \_\_\_\_\_ Give site name of UCHSC contact for transfer protocol  
questions.

Site Questions:

Health ABC Body Composition Substudy

CT Scan Shipment Notification

Attachment D

FAX when shipment is mailed

TO: Ann Scherzinger, Ph.D & Shari Valenta  
FAX: (303) 724-0911

FROM: \_\_\_\_\_

SITE ID: \_\_\_\_\_

FAX: \_\_\_\_\_

RE: CT Shipment of Health ABC Participant Data

Message

The following data is being sent to you today \_\_\_\_\_  
(today's date)

For delivery on \_\_\_\_\_  
(date)

VIA: Mail Delivery service: \_\_\_\_\_ Airbill # \_\_\_\_\_  
(airbill number)

Exam Date Range of Participants Included: \_\_\_\_\_

Please call me at \_\_\_\_\_ if you have any questions. Thank you.  
(telephone number)

Attachment E

Daily Inventory of Health ABC Participants

Exam Date: \_\_\_\_\_

Acrostic	Participant ID	Exam # (UP)	Leg	Vertebra	Staff ID
		Time Stamp (UT)			
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____
_____	_____	_____	L R	_____	_____

Exam Date: \_\_\_\_\_

Acrostic	Participant ID	Exam # (UP)	Leg	Vertebra	Staff ID
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		
			L R		

**Attachment F: Quick Reference for Health ABC Spinal CT Scans**

Quick Reference for Health ABC Spinal CT Scans

Prepared by

Cynthia Hayashi  
Mary Sherman  
Vesta March  
Tom Lang

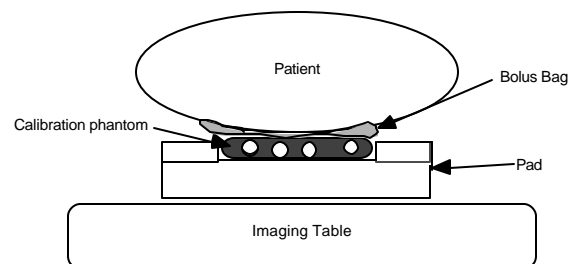
Osteoporosis and Arthritis Research Group  
Department of Radiology, University of California, San Francisco  
April 2, 1997



**Attachment F: Quick Reference for Health ABC Spinal CT Scans - Page 2**

**Introduction:** If you are performing both Spinal and Body Composition CT Scans, an outline of the general procedure follows:

- Place spine CT phantom in proper position on the CT table (This Page).
- Position the participant (This Page).
- Perform the thigh scout and thigh axial image (Main manual).
- Acquire the extended scout and L4-L5 body composition image (Main manual).
- If participant has moved, perform an abbreviated scout (This Attachment).
- Perform Spinal CT axial image at L3 (This Attachment).

**Phantom and participant positioning:**

Cross-sectional view of phantom positioning

The participant will be scanned supine, feet first in the scanner. Before placing the participant on the table, place the blue foam pad on the participant table and put the phantom inside the recessed area in the pad. The end of the phantom, marked “top”, should point toward the head of the participant. Align the centerline of the phantom with the laser light on the scanner. The long axis of the phantom should be centered on the table’s longitudinal line. Smooth out the gel in the blue gel bags evenly. Cover the phantom with the gel bags. These bags must remain centered on the phantom to prevent air gaps between the participant and the phantom. Be very careful in positioning the participant on the phantom to assure the gel bags do not move. Place an additional pad or rolled sheet just below the blue pad so that the participant will have something to sit on prior to lying down on the blue pad and phantom. This avoids

**Attachment F: Quick Reference for Health ABC Spinal CT Scans - Page 3**

having the participant place all of their weight on the lower end of the blue pad which can cause the misalignment of the phantom.

You may now place the participant on the table. The bottom of the phantom should be at the level of the anterior superior iliac spine (ASIS). This will assure that the phantom will cover L1 to L4.

Elevate the legs on a large cushion to reduce the lordotic curve in the back. This also ensures no air gap between the phantom and the participant. Position the participant's arms over the head. You may support the arms with cushions if necessary.

At this point proceed to the main manual to obtain the thigh and abdominal body composition CT images. When finished, return to this section to perform the Spine CT imaging.

**Localization for Spine CT axial scan:** You should use the same scout that was obtained for the Body Composition scan to localize the Spine CT scan. If the participant moved after the Body Composition scan, you may need to obtain a new scout for localization. If so, you should obtain a "standard" lateral scout that primarily covers the lumbar region, as illustrated below.

**SCOUT PARAMETERS (ONLY if needed):**

- Azimuth: 90
- Table speed: Normal
- Starting location: 50 mm above the Xyphoid
- Ending location: -250 (approximately)
- Kv...default is OK
- mA: 100
- Tilt...0

The gantry should be at 0 angle for the scout. Usually 50 to -250 will cover an average sized participant. Magnify the image so that you can see the image well.



**Attachment F: Quick Reference for Health ABC Spinal CT Scans - Page 4**

**Axial scan of L3 for Spine CT measurement:** The slice should be centered in L3. Using the lateral scout, position the cursor on an endplate, angle to match the angle of the endplate. Now move the cursor to the center of the L3 vertebra. If L3 is compressed or you see abnormalities within the vertebral body that would result in analysis problems (i.e., areas of high density, calcified nodes etc...), select an alternate vertebra to scan. L4 will be the first choice as an alternate. If L4 is abnormal, choose (in order of priority) L2, L1, T12.

**SCAN PARAMETERS:**

- Single energy, 80 KV
- Level: L3
- mA: 70
- sec: 2
- Slice thickness: 10 mm
- Scan FOV: Large
- Display FOV: 40 or 48 cm, depending upon participant size. Scan should encompass all soft tissue and the calibration phantom. You must rescan the participant if the soft tissue and/or the calibration phantom is clipped.
- Algorithm: Standard
- Matrix: 512
- Table height: to be determined using guidelines provided: 180 is used at UCSF.

**SCAN QUALITY PARAMETERS:**

Prior to completing the study, please check the spine CT images for the following:

- Spine CT slice was mid-vertebral body and angled to compensate for lordosis.
- Phantom was in the field of view and centrally positioned against back.
- All soft tissue is within the field of view.
- Absence of image artifacts in vertebral body or calibration cylinders.