

PET New Project Checklist

Database Account

1. Most of the steps needed to initiate studies in the ALBMC are conducted and/or tracked through the [ALBMC database](#). Click [here](#) to request a database account. Requests are typically processed within 48 hours.
2. Once your database account is approved, you should log into the database and carefully read the material presented there.

ALBMC Approval

1. New projects must be submitted to the [ALBMC database](#).
2. After logging in, click on "Projects" on the left side of the page.
3. If this is a completely new project choose "Add New Project."
4. If you are adding a PET component to an already approved project choose "Use as a Template for New Project," and make all necessary changes.
5. After clicking "submit to database for storage," click "Add" at the bottom. You will then see another tab that says "submit for review." To submit this project for review, please select and upload a file that provides a one to five page scientific summary of your project. Uploaded files must be in PDF, RTF, plain text or Microsoft Word format.
6. After the submission is complete your project will be reviewed. The reviewers may respond with questions that will need to be answered before the study can be approved.
7. Note: Unlike MRI, PET does not issue scheduling tickets.

IRB & MRSC/RDRC Approval

1. Please make sure your project is also submitted to the [Institutional Review Board \(IRB\)](#), and the Medical Radiation Safety Committee (MRSC) and/or Radioactive Drug Research Committee (RDRC). All applications must be approved before scans may begin.
 - o Note: FDG scans are not considered investigational, so you do not need to complete the RDRC part of the MRSC application.
2. It is recommended that you review your IRB materials with one of our technologists before submitting them to the IRB review process. This will reduce the likelihood that you will need to resubmit the IRB materials at a later date to conform to ALBMC requirements.
3. Consent forms, IRB and MRSC/RDRC approval letters must be reviewed by ALBMC staff prior to their use. Once your protocol has been accepted at the ALBMC, please submit these documents to [Mary Susselman](#).
4. If your project involves MRI you should also enter your consent form and IRB approval information into the [ALBMC database](#) under the regulatory section.

Radiation Safety Training Checklist

Click [here](#) for detailed information on safety training

PET Acquisition

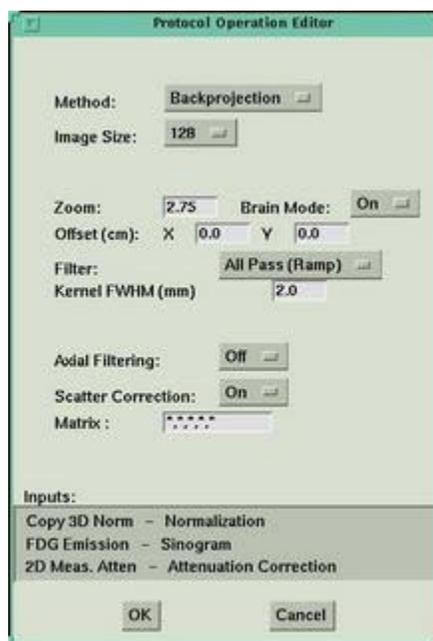
Scheduling:

If all items on the above checklists have been completed, you will be able to schedule studies through the [PET website](#).

Scanning Protocol:

To create a PET scanning protocol, please contact [Mary Susselman](#) (x64291) to set up a protocol meeting. Things to think about before this meeting:

1. Which isotope(s) are you injecting?
2. What is the dose (mCi) amount for the PET scan?
3. How many injections will there be?
4. Angiocatheter or butterfly needle?
5. Are there any blood draws associated with the PET scan? (i.e. is this study qualitative or quantitative)
6. Do you want to use a fiducial marker to label the left/right side of the brain?
7. Will there be an uptake period outside of the scanner? If yes, how long?
8. Will this be a 2D or 3D acquisition?
9. How long is the transmission scan? (used for attenuation correction)
10. Do you want to use measured or segmented attenuation?
11. How long is the emission scan? How many emission scans?
12. How do you want to breakdown the emission(s) scan? (i.e. 30min scan could be 5 frames x 6min each)
13. What kind of reconstruction do you want to do? ----->>>
 1. Iterative or filtered back project?
 2. Zoom?
 3. Brain Mode?
 4. Filter? (i.e. all pass (ramp), boxcar, butterworth, gaussian, hamm, hann, median, parzen, and shepp)
 5. Kernel FWHM size (mm)?
 6. Axial Filtering?
 7. Scatter Correction?
14. Do you want to sum the frames of the emission scan after reconstruction?
15. Are there any special needs regarding your project?
16. Who needs access to the scan data?
17. Who needs access to the building?



Radiopharmaceutical Prescription

All PET subjects must have a valid radiopharmaceutical prescription for each PET study.

1. Prescription requests should be submitted electronically to [Dr. Mazziotta's](#) email, cc'ing [Mary Susselman](#).
 - o Except for Fallypride - Fallypride scripts should be written by Dr. Mandelkern and shown to the CNMT on the scan day.
2. Submissions must include:

- A completed signature page of the consent form (not the whole consent)
 - A physical exam form, including vitals
 - A prepared prescription template which includes:
 - Type of radiopharmaceutical
 - Amount (in mCi)
 - Route of administration
 - # of injections
 - IRB protocol #
 - Subject's full name
 - Age
 - Scan date
3. An example of an email request can be found below.
 4. The PET Neuro Exam Form and Prescription Template can be found in the [documents](#) section of the website. You may also use your own exam template if you prefer. Vitals are required, no exceptions.
 5. Once Dr. Mazziotta approves the prescription you will receive a printed copy of the signed prescription. The printed copy can be picked up from CNMT on the PET scan day.
 6. If Dr. Mazziotta does not reply all, please make sure you forward [Mary Susselman](#) a copy of the approval email.
 7. All prescriptions MUST be signed prior to the PET scan. Please submit prescriptions 3 days prior to your scan to give Dr. Mazziotta sufficient time to review and sign it.
 8. Prescriptions and consent forms will be reviewed prior to the PET acquisition. If any documentation is missing the scan will be cancelled.

Building and Data Access

1. [Fingerprint and omnilock access](#) to the scanners is limited to individuals who have been fully safety certified and who have active PET protocols. Please submit an [access request form](#) to [Ludmila Budilo](#) for building and scanner access.
 - Access areas include the 3T scanner, mock scanner, PET scanner, prep room, data lab, or NML lab, as appropriate for conduct of approved protocols.
 - Please note, [volunteers](#) must be processed through the UCLA Hospital Volunteer Office on-boarding program and will only be given limited access upon completion.
2. For data access, please submit a [Network Access Form](#) to [James Widanta](#) to request a network account.

Financial

1. Click here for [PET pricing](#). PET scans do not use the same credit accounts as MRI scans.
2. Fund numbers to pay for scans must be on file and verified as a prerequisite for scanning. Fund transfers must be approved by the fund manager before scanning can begin. Tracking of fund numbers and fund transfers into an ALBMC credit account are handled through the [ALBMC database](#) where you will need to set up an external fund and a credit account. For additional questions please contact [Ludmila Budilo](#).