**Burning CDs for Study Participants**

**Note**: all processing times are estimated using locally stored files; files stored on an external server may extend estimated times

**You will need the following supplies:**

1. The CD burner
2. A blank CD
3. A CD sleeve
4. A scrap file folder
5. A neurology address label
6. The return address label for the study in question
7. A brown padded SealedAir envelope
8. A copy of the image disclaimer (found on last page of this SOP
9. The address of the individual to whom the disc is being mailed
10. Horos dicom viewer

A picture containing text, indoor, projector

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**Instructions:**

1. Put a blank disc in the CD burner
2. Open Horos
3. Load in the images you want to burn in dicom form
4. Make sure you have clicked on the entire subject folder in Horos and then click the ‘Burn’ button

Graphical user interface, table

Description automatically generated with medium confidence

1. An options box will pop up
   1. Here are the parameters and options that should be set:

Graphical user interface, text, application, email

Description automatically generated

1. When parameters are set, click the Burn symbol
2. After about 1-2 minutes (depending on computer speed and amount of dicoms), a secondary option box will pop up
   1. If the box is not immediately visible, click the Horos thumbnail on your taskbar and the secondary box should show up

Graphical user interface, text, application

Description automatically generated

1. Click ‘Burn’ on the secondary box
   1. A status bar should appear
   2. This process will take 3-10 minutes depending on computer speed and amount of dicoms
2. While the CD is burning:
   1. Cut out a piece of the scrap folder that is big enough to wrap around the CD sleeve
      1. This is intended to provide an extra layer of protection and support for the CD
   2. Print out a copy of the image disclaimer (scroll down to the image disclaimer on the last page of this document, change the red ‘[your study]’ text to be the name of your study, print this SOP, and select ‘Current Page’)
3. When burn is complete, be sure to label the CD, the sleeve, and the protective folder covering with the subject ID
4. Tape the protective covering closed on all sides
5. Place CD package in brown envelope and seal package
6. Place return address label on the top left corner on the front of the envelope
7. Place the Neurology address label on the center back of the envelope
8. Place envelope in the Outbound MUSC Business mailbox outside of the building

A picture containing indoor, wall

Description automatically generated

**[your study] Research**

**MRI/PET Scan**

These images were acquired for research purposes only and are not intended for clinical use