**Frequently Asked Questions**

NSABP B51/RTOG 1304 credentialing information is available at the IROC Houston web site (<http://rpc.mdanderson.org/RPC/home.htm>) under the heading of credentialing and then under NSABP B51.

**How do I become credentialed?**

The following steps are required to obtain credentialing for the NSABP B51 study.

1. Complete the Credentialing Status Inquiry Form (<http://rpc.mdanderson.org/RPC/Forms2/Tech_protocols/Clinic_user.aspx>). This form will help determine which steps are needed in order to complete credentialing for your institution.
2. Update the sites electronic IROC Facility Questionnaire. (<http://rpc.mdanderson.org/RPC/FacilityQuestionnaire.htm>). Access to the questionnaire is password protected. Please email IROCHouston@MDanderson.org if you have forgotten your password or need assistance.
3. Complete the benchmark case. The **Arm2/Group 2A** benchmark CT can be downloaded from the IROC Houston website (<http://rpc.mdanderson.org/RPC/credentialing/RTOG_1304.htm>).
	1. Download the CT and create a treatment plan per protocol. The institution may decide which modality (3DCRT and/or IMRT) they want to be credentialed for. If the institution would like to be credentialed for both modalities, then the benchmark needs to be planned twice. First planned using 3DCRT and then planned using IMRT (See section 4.1).
	2. The treatment plan(s) must be electronically submitted via TRIAD. Additionally, a completed DDSI form (please see the FAQ “Where can I find the DDSI form?”) and RTOG1304/B51Dosimetry form (<http://rpc.mdanderson.org/RPC/Forms2/Dosimetry_Summary_Form/Clinical_user.aspx>) must be submitted.
4. IMRT credentialing requires the institution to irradiate an IMRT H&N phantom. A phantom can be requested from the IROC Houston website (<http://rpc.mdanderson.org/RPC/Forms2/Phantom_Request/Phantom_request.aspx>).

**Note:** Institutions that are credentialed to participate in other IMRT protocols requiring IMRT H&N phantom irradiation need not repeat the phantom irradiation for credentialing for this protocol.

**How do I submit the benchmark case(s)?**

All benchmarks must be electronically submitted using TRIAD (<https://www.rtog.org/CoreLab/TRIAD.aspx>). In order to submit via TRIAD you must have a CTEP IAM account. To obtain a CTEP IAM account, please visit the CTSU website ([www.ctsu.org](http://www.ctsu.org)). The following files must be submitted via TRIAD (See section 4.2.2).

1. DICOM CT dataset
2. RT Structure File
3. RT Plan File
4. RT Dose File (Primary and Boost)

**Where can I find the DDSI form?**

The DDSI form can be found on the RTOG website (<https://cr-rtqa-web.acr.org/ddsi> ). You will need your RTOG user name and password to gain access to the form. If you do not have an account, kindly email rtqa1@acr.org for a temporary account. Please contact the corelabsupport@acr.org if there are any issues with accessing or the submission of the DDSI form.

**If my site was previously credentialed for RTOG 1005, are we eligible for NSABP B51 without further credentialing?**

Grandfathering in for those sites previously credentialed for RTOG 1005 is no longer acceptable for NSABP B51 credentialing. All sites must complete the Arm2/Group 2A benchmark for (3DCRT & IMRT), update the online Facility Questionnaire, and Irradiate the IMRT H&N phantom (for IMRT credentialing only).

**How do I credential a satellite site?**

The following steps need to be done to determine if the satellite site can use the credentials of the main site:

1. If the main site and satellite site have the same RT group (oncologists, physicists, dosimetrists and treatment planning system), then an email needs to be sent to IROC Houston (irochouston@mdanderson.org) stating that the main site and satellite site have the same RT group. If the RT group is different, then the satellite site is required to submit the benchmark case (3DCRT/IMRT) for review.
2. The satellite site needs to update their online IROC Facility questionnaire. This form is available on the IROC Houston website (<http://rpc.mdanderson.org/RPC/FacilityQuestionnaire.htm>). Access to the questionnaire is password protected. Please email irochouston@mdanderson.org if you have forgotten your password or need assistance.
3. For IMRT, the site needs to contact IROC Houston (713-745-8989 or IROC-Credentialing@mdanderson.org) to determine if the previous IMRT H&N irradiation at the main site can be used to grandfather in the satellite site.

**Does the treatment plan need to satisfy both the recommended and the required dosimetry criteria?**

The required compliance criteria are used for scoring the radiation quality of the treatment plan. Recommended criteria will not be used for scoring; however the data will be collected for later analysis. (See section 10.10)

**Do we need to submit a new plan if a patient is Re-Scanned during the course of treatment?**

Yes, if the patient is re-scanned during the course of the treatment, both the initial and new CT plans must be electronically submitted for review (See section 10.6.5.2). The following files must be submitted via TRIAD for both the initial and new treatment plans:

1. DICOM CT datasets (initial and new)
2. RT structure Files (initial and new)
3. RT plan Files (initial and new)
4. RT doses Files (initial and new)

**If an RT plan is not per protocol can we treat the patient “off protocol” instead? Will the patient then be considered “off protocol”?**

The patient is considered to be on protocol regardless if the radiation treatment plan can meet the protocol constraints or not. The only way a patient can be treated off protocol is when the patient has signed the withdraw consent form. In this instance the institution is required to update RAVE with the necessary documents.