
Uploading Digital Data to QARC via Secure FTP (SFTP) or CD

QARC uses a Secure FTP (SFTP) server for uploading digital imaging, treatment planning, and verification data from clinical trial protocol participants. This server uses the SSH network protocol and offers several advantages over conventional FTP, including secure (encrypted) transport of usernames, passwords, and data, and compatibility with most firewall configurations.

Please note:

- All network data submissions to QARC must use the Secure FTP server, **SFTP.qarc.org** (IP address 174.67.111.241).
- An SFTP account (username) can be obtained by submitting the [FTP Account Request Form](#). Passwords can be obtained by contacting QARC (401-753-7600). For security reasons passwords will not be provided by email.
- Digital treatment planning data for ATC supported clinical trials must be exported from a treatment planning system and sent to QARC as either **DICOM RT** or **RTOG Data Exchange Format** files.
- If imaging studies are submitted via sFTP, please be sure that the entire study (all series) are sent, not just the limited series that may have been used for RT treatment planning.
- **SFTP client software**, both commercial and open-source, is broadly available. Windows clients include [WS FTP Professional](#) (commercial), [FileZilla](#) (free/open-source) and [WinSCP](#) (free/open-source). For Linux systems, both graphical (gftp) and command-line (sftp) programs are included with most distributions.
 - Please review [Instructions for configuring SFTP clients](#) for more information.
- **Instructions for Specific Treatment Planning Systems** are linked below:
 - **CMS/XiO** [SFTP Submission of RTOG Files in CMS XiO](#)
 - **Philips/Pinnacle**
 - Contact Philips support for help in installing command-line SFTP client
- **Problems in connecting** to the QARC SFTP server may be caused by your institution's **firewall configuration**. An outbound connection from your computer to TCP Port 22 on host **sFTP.qarc.org** is required. (Although allowing such a connection is safe, it is sometimes disallowed by default.) Please consult your local firewall/network administrator. Please contact QARC if additional assistance is needed.
- Once you are connected to the QARC SFTP server, change to the “incoming” directory (CD incoming).
- Create a new sub-directory within “incoming” with a name that is pertinent to the data that you are submitting.
- Send e-mail to SFTP@QARC.org to indicate that you have uploaded protocol case data. Please identify the study group, protocol, and case number for the submission as well as your contact information.

Submitting Digital Data via CD

Digital patient treatment planning data may be written to CD and the CD mailed to QARC. Be sure to label the CD with the study group, protocol, and case number. Include only one patient per CD.

Send to:
Quality Assurance Review Center
640 George Washington Highway, Suite 201
Lincoln, RI 02865