



DEPARTMENT OF THE AIR FORCE
59TH MEDICAL WING (AETC)
JOINT BASE SAN ANTONIO - LACKLAND TEXAS

6 FEB 2017

MEMORANDUM FOR 959 CSPS

ATTN: MAJ JEREMY M. BERNOT

FROM: 59 MDW/SGVU

SUBJECT: Professional Presentation Approval

1. Your paper, entitled **Extra-Sinus Pathologies on the Routine CT Sinus Study: What the Radiologist Cannot Afford to Miss** presented at/published to **Electronic Exhibit to be Demonstrated at American Roentgen Ray Society Annual Meeting, New Orleans, LA 30 April- 5 May 2017** in accordance with MDWI 41-108, has been approved and assigned local file #**17053**.
2. Pertinent biographic information (name of author(s), title, etc.) has been entered into our computer file. Please advise us (by phone or mail) that your presentation was given. At that time, we will need the date (month, day and year) along with the location of your presentation. It is important to update this information so that we can provide quality support for you, your department, and the Medical Center commander. This information is used to document the scholarly activities of our professional staff and students, which is an essential component of Wilford Hall Ambulatory Surgical Center (WHASC) internship and residency programs.
3. Please know that if you are a Graduate Health Sciences Education student and your department has told you they cannot fund your publication, the 59th Clinical Research Division may pay for your basic journal publishing charges (to include costs for tables and black and white photos). We cannot pay for reprints. If you are 59 MDW staff member, we can forward your request for funds to the designated wing POC.
4. Congratulations, and thank you for your efforts and time. Your contributions are vital to the medical mission. We look forward to assisting you in your future publication/presentation efforts.

Linda Steel-Goodwin

LINDA STEEL-GOODWIN, Col, USAF, BSC
Director, Clinical Investigations & Research Support

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS

INSTRUCTIONS

USE ONLY THE MOST CURRENT 59 MDW FORM 3039 LOCATED ON AF E-PUBLISHING

1. The author must complete page two of this form:
 - a. In Section 2, add the funding source for your study [e.g., 59 MDW CRD Graduate Health Sciences Education (GHSE) (SG5 O&M); SG5 R&D; Tri-Service Nursing Research Program (TSNRP); Defense Medical Research & Development Program (DMRDP); NIH; Congressionally Directed Medical Research Program (CDMRP) ; Grants; etc.]
 - b. In Section 2, there may be funding available for journal costs, if your department is not paying for figures, tables or photographs for your publication. Please state "YES" or "NO" in Section 2 of the form, if you need publication funding support.
2. Print your name, rank/grade, sign and date the form in the author's signature block or use an electronic signature.
3. Attach a copy of the 59 MDW IRB or IACUC approval letter for the research related study. If this is a technical publication/presentation, state the type (e.g. case report, QA/QI study, program evaluation study, informational report/briefing, etc.) in the "Protocol Title" box.
4. Attach a copy of your abstract, paper, poster and other supporting documentation.
5. Save and forward, via email, the processing form and all supporting documentation to your unit commander, program director or immediate supervisor for review/approval.
6. On page 2, have either your unit commander, program director or immediate supervisor:
 - a. Print their name, rank/grade, title; sign and date the form in the approving authority's signature block or use an electronic signature.
7. Submit your completed form and all supporting documentation to the CRD for processing (59crdpubspres@us.af.mil). **This should be accomplished no later than 30 days before final clearance is required to publish/present your materials.** If you have any questions or concerns, please contact the 59 CRD/Publications and Presentations Section at 292-7141 for assistance.
8. The 59 CRD/Publications and Presentations Section will route the request form to clinical investigations, 502 ISG/JAC (Ethics Review) and Public Affairs (59 MDW/PA) for review and then forward you a final letter of approval or disapproval.
9. Once your manuscript, poster or presentation has been approved for a one-time public release, you may proceed with your publication or presentation submission activities, as stated on this form. **Note:** For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.
10. If your manuscript is accepted for scientific publication, please contact the 59 CRD/Publications and Presentations Section at 292-7141. This information is reported to the 59 MDW/CC. All medical research or technical information publications/presentations must be reported to the Defense Technical Information Center (DITC). See 59 MDWI 41-108, *Presentation and Publication of Medical and Technical Papers*, for additional information.
11. The Joint Ethics Regulation (JER) DoD 5500.07-R, *Standards of Conduct*, provides standards of ethical conduct for all DoD personnel and their interactions with other non-DoD entities, organizations, societies, conferences, etc. Part of the Form 3039 review and approval process includes a legal ethics review to address any potential conflicts related to DoD personnel participating in non-DoD sponsored conferences, professional meetings, publication/presentation disclosures to domestic and foreign audiences, DoD personnel accepting non-DoD contributions, awards, honoraria, gifts, etc. The specific circumstances for your presentation will determine whether a legal review is necessary. **If you (as the author) or your supervisor check "NO" in block 17 of the Form 3039, your research or technical documents will not be forwarded to the 502 ISG/JAC legal office for an ethics review.** To assist you in making this decision about whether to request a legal review, the following examples are provided as a guideline:

For presentations before professional societies and like organizations, the 59 MDW Public Affairs Office (PAO) will provide the needed review to ensure proper disclaimers are included and the subject matter of the presentation does not create any cause for DoD concern.

If the sponsor of a conference or meeting is a DoD entity, an ethics review of your presentation is not required, since the DoD entity is responsible to obtain all approvals for the event.

If the sponsor of a conference or meeting is a non-DoD commercial entity or an entity seeking to do business with the government, then your presentation should have an ethics review.

If your travel is being paid for (in whole or in part) by a non-Federal entity (someone other than the government), a legal ethics review is needed. These requests for legal review should come through the 59 MDW Gifts and Grants Office to 502 ISG/JAC.

If you are receiving an honorarium or payment for speaking, a legal ethics review is required.

If you (as the author) or your supervisor check "YES" in block 17 of the Form 3039, your research or technical documents will be forwarded simultaneously to the 502 ISG/JAC legal office and PAO for review to help reduce turn-around time. If you have any questions regarding legal reviews, please contact the legal office at (210) 671-5795/3365, DSN 473.

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement:

"The views expressed are those of the [author(s)] [presenter(s)] and do not reflect the official views or policy of the Department of Defense or its Components"

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving humans:

"The voluntary, fully informed consent of the subjects used in this research was obtained as required by 32 CFR 219 and DODI 3216.02_AFI 40-402."

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving animals, as required by AFMAN 40-401_IP :

"The experiments reported herein were conducted according to the principles set forth in the National Institute of Health Publication No. 80-23, Guide for the Care and Use of Laboratory Animals and the Animal Welfare Act of 1966, as amended."

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS			
1. TO: CLINICAL RESEARCH	2. FROM: (Author's Name, Rank, Grade, Office Symbol) Jeremy M. Bernot, Maj, O-4, 959 CSPA	3. GME/GHSE STUDENT: ☒ YES ☐ NO	4. PROTOCOL NUMBER:
5. PROTOCOL TITLE: (NOTE: For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.) Educational Exhibit			
6. TITLE OF MATERIAL TO BE PUBLISHED OR PRESENTED: Extra-sinus pathologies on the routine CT sinus study: What the radiologist cannot afford to miss.			
7. FUNDING RECEIVED FOR THIS STUDY? ☒ YES ☐ NO FUNDING SOURCE: GME			
8. DO YOU NEED FUNDING SUPPORT FOR PUBLICATION PURPOSES: ☐ YES ☒ NO			
9. IS THIS MATERIAL CLASSIFIED? ☐ YES ☒ NO			
10. IS THIS MATERIAL SUBJECT TO ANY LEGAL RESTRICTIONS FOR PUBLICATION OR PRESENTATION THROUGH A COLLABORATIVE RESEARCH AND DEVELOPMENT AGREEMENT (CRADA), MATERIAL TRANSFER AGREEMENT (MTA), INTELLECTUAL PROPERTY RIGHTS AGREEMENT ETC.? ☐ YES ☒ NO NOTE: If the answer is YES then attach a copy of the Agreement to the Publications/Presentations Request Form.			
11. MATERIAL IS FOR: ☒ DOMESTIC RELEASE ☐ FOREIGN RELEASE CHECK APPROPRIATE BOX OR BOXES FOR APPROVAL WITH THIS REQUEST. ATTACH COPY OF MATERIAL TO BE PUBLISHED/PRESENTED.			
☐ 11a. PUBLICATION/JOURNAL (List intended publication/journal.)			
☐ 11b. PUBLISHED ABSTRACT (List intended journal.)			
☐ 11c. POSTER (To be demonstrated at meeting: name of meeting, city, state, and date of meeting.)			
☐ 11d. PLATFORM PRESENTATION (At civilian institutions: name of meeting, state, and date of meeting.)			
☒ 11e. OTHER (Describe: name of meeting, city, state, and date of meeting.) Electronic Exhibit to be demonstrated at American Roentgen Ray Society Annual Meeting; New Orleans, LA; April 30-May 5, 2017			
12. HAVE YOUR ATTACHED RESEARCH/TECHNICAL MATERIALS BEEN PREVIOUSLY APPROVED TO BE PUBLISHED/PRESENTED? ☐ YES ☒ NO ASSIGNED FILE # _____ DATE _____			
13. EXPECTED DATE WHEN YOU WILL NEED THE CRD TO SUBMIT YOUR CLEARED PRESENTATION/PUBLICATION TO DTIC NOTE: All publications/presentations are required to be placed in the Defense Technical Information Center (DTIC).			
DATE January 11, 2017			
14. 59 MDW PRIMARY POINT OF CONTACT (Last Name, First Name, M.I., email) Quintero, Susan, J. susan.j.quintero.civ@mail.mil			15. DUTY PHONE/PAGER NUMBER 210-292-5290
16. AUTHORSHIP AND CO-AUTHOR(S) List in the order they will appear in the manuscript.			
LAST NAME, FIRST NAME AND M.I.	GRADE/RANK	SQUADRON/GROUP/OFFICE SYMBOL	INSTITUTION (If not 59 MDW)
a. Primary/Corresponding Author Bernot, Jeremy M.	Maj	959 CSPA	
b. Gusman, Mariya	Capt	959 CSPA	
c. Millare, Giovanni	Lt Col	959 CSPA	
d.			
e.			
17. IS A 502 ISG/JAC ETHICS REVIEW REQUIRED (JER DOD 5500.07-R)? ☐ YES ☒ NO			
I CERTIFY ANY HUMAN OR ANIMAL RESEARCH RELATED STUDIES WERE APPROVED AND PERFORMED IN STRICT ACCORDANCE WITH 32 CFR 219, AFMAN 40-401 JP, AND 59 MDWI 41-108. I HAVE READ THE FINAL VERSION OF THE ATTACHED MATERIAL AND CERTIFY THAT IT IS AN ACCURATE MANUSCRIPT FOR PUBLICATION AND/OR PRESENTATION.			
18. AUTHOR'S PRINTED NAME, RANK, GRADE Jeremy M. Bernot, Maj, O-4		19. AUTHOR'S SIGNATURE BERNOT JEREMY.M.1033142230	20. DATE January 11, 2017
21. APPROVING AUTHORITY'S PRINTED NAME, RANK, TITLE Christian L. Carlson, LTC(P), Residency Program Director		22. APPROVING AUTHORITY'S SIGNATURE CARLSON CHRISTIAN LACELLE.1158347268	23. DATE January 11, 2017

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS		
1st ENDORSEMENT (59 MDW/SGVU Use Only)		
TO: Clinical Research Division 59 MDW/CRD Contact 292-7141 for email instructions.	24. DATE RECEIVED January 12, 2017	25. ASSIGNED PROCESSING REQUEST FILE NUMBER 17053
26. DATE REVIEWED January 31, 2017		27. DATE FORWARDED TO 502 ISG/JAC
28. AUTHOR CONTACTED FOR RECOMMENDED OR NECESSARY CHANGES: ☒ NO ☐ YES If yes, give date. _____ ☐ N/A		
29. COMMENTS ☒ APPROVED ☐ DISAPPROVED Lectern educational presentation with appropriate disclosures and no COI noted. Package included correspondence from SAMMC IRB stating no determination was required for conduct		
30. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Kevin Kupferer/GS13/Human Research Subject Protection Expert	31. REVIEWER SIGNATURE KUPFERER KEVIN R.1086667270 Digitally signed by KUPFERER KEVIN R.1086667270 DN: cn=US, o=U.S. Government, ou=CD, email=kupferer.kevin@usaf.af.mil, c=US	32. DATE January 31, 2017
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36. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER	37. REVIEWER SIGNATURE	38. DATE
3rd ENDORSEMENT (59 MDW/PA Use Only)		
39. DATE RECEIVED February 02, 2017		40. DATE FORWARDED TO 59 MDW/SGVU February 03, 2017
41. COMMENTS ☒ APPROVED (In compliance with security and policy review directives.) ☐ DISAPPROVED		
42. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Kevin Iinuma, SSgt/E-5, 59 MDW Public Affairs	43. REVIEWER SIGNATURE IINUMA KEVIN MITSUGU.1296227 613 Digitally signed by IINUMA KEVIN MITSUGU.1296227 DN: cn=US, o=U.S. Government, ou=CD, email=iinuma.kevin@usaf.af.mil, c=US	44. DATE February 03, 2017
4th ENDORSEMENT (59 MDW/SGVU Use Only)		
45. DATE RECEIVED	46. SENIOR AUTHOR NOTIFIED BY PHONE OF APPROVAL OR DISAPPROVAL ☐ YES ☐ NO ☐ COULD NOT BE REACHED ☐ LEFT MESSAGE	
47. COMMENTS ☐ APPROVED ☐ DISAPPROVED		
48. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER	49. REVIEWER SIGNATURE	50. DATE

Background information/purpose

Computed tomography (CT) evaluation of the paranasal sinuses is a commonly performed study. It is indicated in patients with persistent rhinosinusitis symptoms which are refractory to medical therapy. The two main goals of the study are to evaluate for an underlying anatomic cause of the sinus disease—and aid in surgical planning—as well as to evaluate for complications of sinusitis.

However, it is important to avoid limiting one's evaluation of a CT sinus study to simply answering these clinical questions. Many types of potential pathology lurk outside the paranasal sinuses yet within the structures imaged as part of a CT sinus study. Finding these is often challenging as they are often incompletely imaged in this setting. Intracranial findings are especially challenging since routine CT sinus studies include only bone and soft tissue windows; an additional step is required to adjust the window and level for brain parenchyma. Even soft tissue lesions such as parotid, pharyngeal mucosal space, masticator space, and orbital masses require specific attention to these areas.

Detecting these 'incidental' findings before they become symptomatic and require dedicated imaging can be lifesaving given the insidious courses of many head and neck malignancies. On a less dramatic note, they may simply be an alternate explanation to patient's presumed 'sinus' headache.

Educational goals/teaching points

- Discuss importance of appropriate windowing and leveling in reading CT sinus studies.
- Review potential extra-sinus findings seen on routine CT sinus including those of congenital, neoplastic, infectious, and vascular etiologies.

Key Issues, Findings, Technique

- Intracranial neoplasms, as well as those of the orbital space, parotid space, masticator space, pharyngeal space, temporal bone, oral cavity, maxilla and mandible are typically advanced by the time that they become symptomatic ; early detection decreases morbidity and mortality.
- Infectious and inflammatory conditions may provide an explanation for sinus pain and spare the patient from a 'failed' sinus surgery.

Conclusion

Extra sinus pathologies identified on routine sinus CT may be the first indication of the presence of important lesions that are asymptomatic. Increased awareness and to active searching for these difficult-to-find lesions can prevent significant morbidity.

Disclaimer: The views expressed are those of the author(s)/presenter(s) and do not reflect the official view or policy of the Department of Defense or its Components.