

ROBARTS RESEARCH INSTITUTE
CENTRE FOR FUNCTIONAL AND METABOLIC MAPPING
9.4T MRI FACILITY

SOP#110-01

**STANDARD OPERATING PROCEDURE:
SYSTEM SCHEDULING AND BILLING GUIDE**

1. **INTRODUCTION**

- 1.1 The 9.4T MRI Facility is used primarily for *in-vivo* studies of animal structure and function. These studies assess metabolism and physiology, cognitive function and vascular dynamics using a variety of advanced nuclear magnetic resonance imaging and spectroscopy techniques. The 9.4T MRI Facility represents a unique national resource for state-of-the-art evaluation of structure and functional activity using a variety of MRI and MRS techniques in a research setting. The facility resources are available to peer-reviewed grant funded scientific collaborators with appropriate UWO approved Animal Use Protocols in place. See SOP#405-01 "Animal Use in the 9.4T Facility".
- 1.2 Full-time technical support for scanner operation is provided and included in hourly rates during weekday hours, Monday through Friday, at times deemed acceptable by the 9.4T MRI Facility Operating Committee.
- 1.3 Rates are periodically discussed and adjusted by the operating committee. These rates are determined through careful consideration of the facility operating costs and overhead. Notification of rate changes is given one full quarter prior to implementation.

2. **BILLING GUIDE**

- 2.1 All billing begins at the start time indicated on the 9.4T MRI Schedule regardless of whether or not the investigator and/or the experimental support personnel are present and ready to proceed.
 - 2.1.1 The operator must log on to the console at the start time indicated on the 9.4T MRI Schedule.
- 2.2 The investigator and/or experimental support personnel are responsible for organizing the experiment such that it begins at the start time and ends at the end time as scheduled. An experiment will not be allowed to exceed the scheduled time unless there is time available on the schedule following the experiment in question and the operator agrees to stay and operate the scanner for the extra time allotted.

3. **STANDARD RATES**

- 3.1 All MRI system rates are predetermined by the operating committee. They are as follows:
 - 3.1.1 9.00 a.m. – 8.00 p.m. \$230/hr – operator assisted
 - 3.1.2 9.00 a.m. – 6.00 p.m. \$150/hr – unassisted
 - 3.1.3 6.00 p.m. – 8.00 a.m. \$50/hr – unassisted
 - 3.1.4 Weekends all day \$50/hr – unassisted
 - 3.1.5 Development \$50/hr
 - 3.1.6 Acquire pilot data \$50/hr
 - 3.1.7 Walk-on rate \$50/hr
 - 3.1.7.1 **NOTE:** Walk-on rates apply ONLY when scanner time is available the morning of the day in question.
- 3.2 The animal preparation laboratory will be available to investigators during the MRI experiment. There is no additional cost for use of this lab.

3.3 The following is a list of rates associated with use of the animal operating room and the optical lab:

3.3.1	Daily user	\$1000/yr
3.3.2	Weekly user (5 days/month)	\$250/yr
3.3.3	Monthly user	\$100/yr

3.4 Use of lab supplies may be subject to additional fees.

4. **SCHEDULING**

4.1 All studies requiring the assistance of the Head Technician must be booked through the Head Technician. The Head Technician must be made aware of the gradient coil required for all studies.

4.2 The 9.4T MRI schedule can be viewed on-line at www.cfmm.robarts.ca/. Click on Equipment Schedule and then CFMM 9.4T and finally select the 9.4T MRI link. Weekly slots have been reserved for maintenance and certain research groups at Robarts. These slots include:

4.2.1	Monday	9.00 a.m. – 12.00 p.m.	System Maintenance
4.2.2	Tuesday	9.00 a.m. – 5.00 p.m.	Bartha Lab
4.2.3	Wednesday	1.00 p.m. – 5.00 p.m.	Menon Lab
4.2.4	Thursday	1.00 p.m. – 5.00 p.m.	Menon Lab

4.3 Access for editing the 9.4T MRI Schedule is restricted to operators. Investigators and/or experimental support personnel are required to contact their operator to book time on the 9.4T MRI Schedule. No scanning time will be booked more than six weeks in advance.

4.4 The Facility Director or Manager may cancel time booked on the 9.4T MRI Schedule at their discretion. The affected groups will be notified well in advance of such a cancellation.

4.5 The Animal Technician must be contacted to book time in the animal operating room and the optical lab.

5. **OPERATOR ASSISTED SCANNING**

5.1 Scanning requiring operator assistance will be made available during the following weekday hours:

5.1.1	Monday	12.00 p.m. – 5.00 p.m.
5.1.2	Wednesday	9.00 a.m. – 1.00 p.m.
5.1.3	Thursday	9.00 a.m. – 1.00 p.m.
5.1.4	Friday	9.00 a.m. – 5.00 p.m.

5.2 Scheduling of any extra hours is at the discretion of the operator and/or the Facility Manager and should be done in conjunction with the operator.

6. **CANCELLATION POLICY**

6.1 If an investigator wishes to transfer their scan time to another study or investigator, they must notify the Head Technician with at least 24 hours notice. Failure to notify the operator may result in the loss of scan time. The investigator may be billed for the session.

6.2 The cancellation policy for the 9.4T MRI Facility is as follows.

6.2.1 3 full business days are required to cancel a scan session.

6.2.2 If the facility has not received full notice, the appropriate principal investigator will be billed in full for the scan session.

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SOP Approval Signatures

Dr. Robert Bartha, Facility Director

Date

Dr. Greg Dekaban, RRI Biosafety Officer

Date

Ron Noseworthy, RRI Occupational Health & Safety Officer

Date