

**3T/7T MRI FACILITY**

<b>SOP Number:</b>	<b>110.02</b>
<b>Title</b>	<b>MRI Facility Visitor Approval Policy</b>

<b>Revision Chronology</b>		
<b>Version Number</b>	<b>Date</b>	<b>Changes</b>
<b>110.01</b>	<b>01 March 2010</b>	<b>New Version</b>
<b>110.02</b>	<b>22 January 2013</b>	<b>Updated access regulations and restrictions</b>

**Facility Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ROBARTS RESEARCH INSTITUTE**  
**CENTRE FOR FUNCTIONAL AND METABOLIC MAPPING:**  
**3T/7T MRI FACILITY**

**Standard Operating Procedure #110.02**

**MRI Facility Visitor Approval Policy**

**1. Introduction**

- 1.1 Research involving Magnetic Resonance Imaging (MRI) at high magnetic field strengths presents unique hazards to both research subjects and individuals working within and around the MRI system. Consequently, the potential for serious personal injury is present due to the sheer magnitude and strength of the static magnetic field along with the immense flexibility of the research system and associated peripheral hardware.
- 1.2 The static magnetic field in the 3T/7T MRI Facility is always present. It is essential that everyone entering the facility is aware of the presence of the magnetic field, since we cannot otherwise detect it (i.e. magnetic fields cannot be seen or felt).
- 1.3 Visitors entering the 3T/7T MRI Facility must follow the procedures outlined below. A visitor is defined as any person without security access to the facility, and/or any person who is not participating as the subject of a scan session.

**2. Regulations for All Visitors**

- 2.1 Due to the inherent hazards associated with the static magnetic field, access to the 3T/7T MRI Facility is restricted to ensure the safety of all patients, subjects, visitors, and staff. The MRI Facility is conceptually divided into four Zones of increasing level of potential risk and access restriction. See SOP#100a: "MRI Facility Safety Zones" for further information.
- 2.2 All visitors to MR Zones II or III must be accompanied and supervised by at least one authorized individual designated as Level 1 or Level 2 MRI Personnel. See SOP#100b "MRI Facility Access Approval Policy" for definitions of personnel.
- 2.3 Visitors are NOT permitted to cross the 5 Gauss line in Zone III or enter Zone IV (magnet room) unless approval has been obtained from Level 2 MRI Personnel.
  - 2.3.1 Entry beyond the 5 Gauss line in Zone III or into Zone IV is subject to the discretion, approval, and supervision of Level 2 MRI Personnel as outlined in SOP#100b: "MRI Facility Access Approval Policy".
  - 2.3.2 Approval may only be granted upon the completion and review of the "Magnetic Resonance Environment Screening Form" (see Appendix 1) by authorized Level 2 MRI Personnel.
- 2.4 It is the responsibility of the accompanying Level 1 or Level 2 MRI Personnel, as well as any other MRI Personnel present, to ensure that visitor(s) do not cross the 5 Gauss line or enter Zone IV.

- 2.5 Level 2 MRI Personnel, including the Facility Director, Facility Manager, MRI Technologists, and MRI Operators, may grant or deny visitors entry to the facility at any time at their discretion.