

3T/7T MRI FACILITY

SOP Number:	240.03
Title	MRI Equipment Handling and Procedures

Revision Chronology		
Version Number	Date	Changes
240.01	19 August 2008	New Version
240.02	31 January 2013	Updated procedures
240.03	27 October 2015	Review/Update

Associate Director Signature: _____

Date: _____

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

Standard Operating Procedure #240.03

MRI Equipment Handling and Procedures

1. Introduction

- 1.1 Performing an MRI study often requires utilizing a number of different pieces of equipment in addition to the MRI system itself. There are many different stimuli and monitoring devices available, of which one or more may be used in any given experiment.
- 1.2 Many pieces of equipment available in the 3T/7T MRI Facility are supplied by the facility and shared amongst the investigators. There is also equipment stored in the facility that is specific to a certain fMRI study and is owned by the investigator and/or group performing the study.

2. Equipment Handling and Procedures

- 2.1 Equipment owned by the facility may be used by all investigators performing studies in the 3T/7T MRI Facility. It is the responsibility of the investigator, their research personnel, and the Level 2 MRI Personnel present during the scan to ensure that all equipment used is functional before beginning the experiment and after completion of the experiment.
- 2.2 If a piece of equipment is found to not be working, it is the responsibility of the investigator and/or Level 2 MRI Personnel to inform the Associate Director or MRI Technologist of the faulty equipment and its current state.
- 2.3 Equipment that is labelled as belonging to a specific investigator is to be used by that investigator only. Others are not permitted to use labelled items unless they have received consent from the owning group.
- 2.4 Please be careful and courteous when handling equipment in the 3T/7T MRI Facility. Most pieces of equipment are very expensive and many are irreplaceable. Upon completion of a study, please turn off all the equipment that was turned on for use during the study.
- 2.5 Many devices within the 3T/7T MRI Facility utilize fibre-optic cables. These cables are extremely delicate and must be handled with care. Always carefully roll up these cables and store in a safe place between scans.
- 2.6 It is the responsibility of the MRI Technologists and MRI Operators to ensure that the scanner rooms are left in a clean, safe, and functional state after each scan session. Please return all coils and equipment to their proper storage locations, place dirty laundry in the hamper, close your session on the scanner, and lock the scanner room door.

3. Requests for New Peripheral Devices

- 3.1 Equipment supplied by the 3T/7T MRI Facility is shared amongst all investigators (e.g. video projectors, response pads). Investigators requiring new equipment or devices are encouraged to discuss their equipment needs with the Associate Director or MRI Technologists prior to purchase. Equipment deemed beneficial to multiple investigators may be purchased by the 3T/7T MRI Facility for shared use.