

## **Policies for Entering the Magnet Room**

### **1. Only a certified Operator can run a study, and that person has absolute authority over who enters the magnet room.**

- a. The Operator, and not the PI, has full responsibility for everyone who enters the magnet room.
- b. The operator in charge (if there are several present) is the one designated on the scheduler.
- c. Operator certification will lapse if an operator goes more than 4 months without running a study.

### **2. No one can enter the magnet room until they have been screened by the Operator, and it is the Operator's responsibility to file appropriate forms with Linda at the Center.**

- a. *Certified Operators* are screened at the time of certification or at the safety training, and it is assumed that they will recognize if their screening status has changed and act accordingly. We cannot assume this for anyone else, so re-screening is essential.
- b. *Subjects* should be screened several times:
  - 1) By the PI prior to coming to the Center, using the "Advanced screening form" available on the fMRI center website, or a screening form of their own choice/design with subject identifying information, signed by the subject and retained by PI. We strongly encourage PIs to screen their research subjects well in advance of their proposed scan session. This allows subjects who are unsuitable to be identified early (reducing short-notice cancellation of the scanner).
  - 2) By the operator prior to entering the magnet room, using the fMRI Center "Pre-entry screening form" with no subject identifying information except the subject number supplied by the PI, signed by the operator and filed with the Center.
  - 3) By the operator again if the subject is brought back for a repeat study, using a new "Pre-entry screening form", with no identifying subject information, signed by the operator and filed with the Center. The "Pre-entry screening form" is valid only on the day it is filled out and signed. Subjects may be rescanned on the same day without submitting a new form. Subjects rescanned on subsequent days will require re-screening.
- c. *Research personnel* who regularly engage in MRI research are required to attend safety training. Research personnel are screened at the safety training, and it is assumed that they will recognize if their screening status has changed and act accordingly.
- d. *Screening Forms* (and instructions) are provided in the console room of each scanner, or may be printed from the cfmri website: <http://cfmri.ucsd.edu/forms.html>

### **3. Only people who have been through the safety training may enter the magnet room (the only exception is screened experimental subjects).**

- a. Where an assistant is essential for the subject (e.g. parent if the subject is a child), they may also enter the magnet room, but require the same pre-entry screening and ear protection as the research subject (completed form is filed with the Center). In general the number of personnel in the magnet room should be kept to an absolute minimum.
- b. The 2-hour safety lecture will be given regularly, and everyone is encouraged to attend (even multiple times).
- c. All researchers with after-hours access to the Center must have the safety training.

### **4. Only approved equipment may be taken into the magnet room, and *no* equipment may be taken into the magnet room while anyone is near the magnet bore.**

- a. Only equipment explicitly approved and tagged by Larry May may be taken into the magnet room at all, even if it appears to be non-metallic.
- b. Even the approved equipment should always be taken in before the subject is placed on the table or other researchers have begun to work near the bore of the magnet.
- c. It is the Operator's responsibility to control the entry of equipment into the magnet room.