

Department of Radiology: Clinical Research Division Standard Operating Procedure		
SOP No.: Ops 102_COVID-19 Fall Phase	Title: MRI Cleaning Procedure	Page 1 of 3
Revision No.: 01		
Effective Date: Oct 1, 2020		
Originator: Norman Butler		
Director, Research Operations:	Core Director:	

1.0 PURPOSE

This document details policies and procedures for post session cleaning of the CAMRIS MRI Facilities resources. The document stands as the standard for all MRI units under CAMRIS's prevue. These policies reflect a more aggressive cleaning and prevention of contamination in response to COVID-19.

2.0 SCOPE

The policies and procedures in this document apply to all Researchers, Principal Investigators and research staff operating MRI units within the CAMRIS Facilities. The policy is updated and current cleaning solvents are adequate for disinfection of COVID-19.

1. Equipment (4.0)
2. PPE (5.0)
3. Workflow (6.0)
4. Dwell and buffer time (7.0)
5. Clutter avoidance and removal (8.0)

NOTES* All personnel and Investigators must complete the EHRS "Penn COVID-19 Training for Lab Researchers" prior to entering facility.

- All persons entering the CAMRIS facilities are to Screen COVID negative.
- Any procedures involving aerosolizing agents or use of inhaling devices is not allowed at this time. Thornhill is unavailable for use until further notice.
- All operators [TK1]be wearing gloves when operating shared devices or components |

[TK2]

3.0 GENERAL RESPONSIBILITIES

- 3.1 DURING MRI session all personnel involved will wear gloves and masks to limit contact surfaces and devices exposure to droplet contamination
- 3.2 Upon MR Session completion the Operators will clean all contact surface and devices used during the MRI session.
- 3.3 Contact surfaces include peripheral devices (FORP e.g.) and all shares
- 3.4 Investigators are responsible for removing their ancillary equipment at the end of the scan session.
- 3.5 Time slots are to be respected. Over run or delay should not be caused by cleaning. Buffer time is not placed for long delays or over runs. Buffer time is to accommodate for thorough cleaning.
- 3.6 Label instructions on dwell time and process should be followed. Aerosolizing products should not be used without proper PPE. Over saturation of equipment is to be avoided.

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- 3.7 [TK3][TK4] Cleaning/Disinfecting wipes should [TK5] be used for wiping down surface. These should be either Hydrogen Peroxide or Bleach based and available at the scanners.
- 3.8 Animal cleanup can be done with Clidox solution (provided by ULAR or Investigator)
- 3.9 Specimen work can use a 70% Alcohol solution and towels for local contact surfaces. Aerosolizing alcohol solution is prohibited. Bore cleaning should use provided disinfectant and mixing of disinfectants should be avoided.
- 3.10 MRI Bore cleaning rod is available in each facility (i.e. HUP, Stellar, Smilow). This rod has attachable cleaning pads that are to be pre-treated with disinfectant then wiped throughout the bore.
- 3.11 Other surface (if used) that are to be wiped down and cleaned include:
 - 3.11.1 Inside MRI Room
 - 3.11.1.1 Scanner table and bore
 - 3.11.1.2 RF Coils and cabling
 - 3.11.1.3 MRI Control panel (in room)
 - 3.11.1.4 FORP and cables
 - 3.11.1.5 Sponges and/or sand bags
 - 3.11.1.6 Handles of RF Door
 - 3.11.1.7 Peripheral devices used during imaging session
 - 3.11.2 Outside MRI Room
 - 3.11.2.1 Keyboards and mouse (change cover bag if available)
 - 3.11.2.2 Chairs and arm rests
 - 3.11.2.3 Any shared equipment surface or device
 - 3.11.2.4 Desk and counter tops
 - 3.11.2.5 Soap dispensers and hand cleaning containers.
 - 3.11.2.6 Door handle and knobs
 - 3.11.2.7 Any place where personnel belongings/clothes have been stored

4.0 PPE

- 4.1 All persons working with disinfection equipment will wear gloves and mask. [TK6]

5.0 Workflow

- 5.1 Cleaning procedures are to be performed at the beginning of each working day and after each use of the MRI Systems.

6.0 Dwell and Buffer time

- 6.1 Adequate dwell time is necessary for effective disinfection
 - 6.1.1 Disinfecting wipes minimum time is 1 minute. We will use 3 minutes.
 - 6.1.2 Bore time should be extended to 5 minutes and fan is to be turned on high setting after application of disinfectant
 - 6.1.3 RF coils 5 minute
 - 6.1.4 FORP and ancillary support equipment inside MR Room 5 minutes
 - 6.1.5 Keyboards and peripheral devices outside room 3 minutes
- 6.2 Air exchanges are necessary to help with the disinfection process. Therefore, the 1-hour delay between sessions is in place. This time runs concurrently with the cleaning process.

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7.0 Clutter avoidance and removal

7.1 All support devices and equipment used by Investigators must be removed and stored out of general scanner work areas. Clutter and obstructing devices/equipment will be removed.[TK7][TK8]

4.0 REFERENCES

Office of Human Research (OCR) Document titled PSOM Phased Clinical Research Reentry Program May 8 2020.docx

Scanner Console tel#s
SC3T—215-746-4396
7T—215-746-3465