

CAMRIS SOP #202

Approval and Storage of Equipment in Magnet Rooms

Responsible Committee: Operations	Effective From: July 18, 2024	Last Approved: Jul 18, 2024	Next Review May 30, 2025	Next Approval: Jun 30, 2025
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1. Purpose

This standard operating procedure (SOP) describes the process by which equipment is approved for use in the magnet rooms, and how that equipment is to be stored. The goals of this policy are to ensure an orderly space in the magnet room, and additionally to minimize the risk of equipment being brought into the room that is not MRI Safe.

2. Scope

This SOP applies to all equipment (including phantoms) that study teams bring into and/or store in the magnet rooms (i.e., the RF-shielded room containing the MRI scanner). CAMRIS-provided equipment is not required to follow this policy.

3. Instructions and Procedures

3.1. Identification of equipment that is allowed in the magnet room

All equipment that study teams bring into the magnet room must be labelled by CAMRIS as approved for entry into the room. The only exception to this rule is experimental equipment that is brought into the magnet room by a level 3 operator for studies that do not involve a human subject.

3.2. Approval of equipment that is allowed in the magnet room

Requests to approve a piece of equipment can be filed at the CAMRIS Service Desk (<http://camris.atlassian.net/servicedesk>). CAMRIS staff will review the equipment and any relevant documentation, and label the equipment if it is deemed safe to enter the room.

3.3. Storage of equipment in the magnet room

It is CAMRIS's preference that, where possible, labelled equipment be stored in the magnet room and removed as infrequently as possible. To facilitate this, CAMRIS will provide storage in the magnet room, identified specifically for the approved equipment. When stored in the magnet room, equipment must be left in its assigned location.

3.4. Removal of unlabeled equipment from the magnet room

CAMRIS staff may remove unlabeled equipment from the magnet room. The equipment will be stored in a clearly labeled storage area near each scanner bay. CAMRIS will make a good-faith effort to locate the owner of equipment that is removed from the magnet room. However, equipment

effort to locate the owner of equipment that is removed from the magnet room. However, equipment that is not claimed for 6 months will be assumed to become CAMRIS property and may be repurposed or disposed of.

3.5. Use of equipment in the magnet room

Equipment that is not provided by CAMRIS should not be assumed to be available for other groups to freely use. Groups who would like to borrow equipment should reach out the owner. CAMRIS can help in identifying the owner of equipment.

4. Update History

Date:	Description of Revision
Jul 18, 2024	Initial version