

Research Policies and Procedures at CBS Neuroimaging

THE MRI ENVIRONMENT INVOLVES STRONG MAGNET FIELDS THAT CAN CAUSE SERIOUS INJURY OR DEATH. PLEASE UNDERSTAND AND ADHERE TO ALL OF THE SAFETY PROCEDURES INCLUDING:

(1) DO NOT ENTER THE SCANNER SUITE UNLESS YOU ARE PROPERLY TRAINED AND CERTIFIED BY TAMMY MORAN. THE SCANNER SUITE INCLUDES THE CONTROL ROOM AND EQUIPMENT ROOM OUTSIDE THE SCANNER.

(2) NEVER TAKE A VISITOR OR ANYONE WHO HAS NOT BEEN PROPERLY SCREENED INTO THE SCANNER ROOM ITSELF.

(3) DO NOT BRING ANY METAL OBJECTS INTO THE SCANNER ROOM.

(3) FACULTY PRINCIPAL INVESTIGATORS ARE RESPONSIBLE FOR THE SAFETY AND ACTIONS OF THEIR SUBJECTS, STUDENTS, AND STAFF.

SCANNER SUITE ACCESS:

The scanner suite is the room around the scanner that includes the control room and equipment room. No user is allowed scanner suite access until they complete all levels of MRI training. Please see CBS Training Levels document.

MRI TRAINED USERS:

Anyone wishing to operate the scanner and have scanner suite access must complete all safety training and pass two certifying tests once that person has attended and participated in no less than 20 scan sessions and feels they are proficient in all scanning procedures. Please see CBS Training Levels document.

SCAN BUDDIES:

MRI studies must be conducted by a minimum of two investigators. Between the hours of 8:00 AM and 5:00 PM Monday through Friday, at least one investigator must be fully trained and have a green badge. This also means that if the study requires an investigator to leave during the scanning, you may need more people to make sure that two people including a fully trained individual are always present during scanning.

After-hours and on weekends there must be a minimum of TWO green badge investigators present in the control room at all times during scanning. There are no exceptions.

Anyone wishing to be a scan buddy must complete safety training at CBS Neuroimaging with Tammy Moran and have a yellow badge. Please see CBS Training Levels document.

MRI RESEARCH OBSERVERS:

Individuals wishing to observe an MRI study from the control room are required to view the magnetic environment safety video. No one should ever go into the scanner room itself without being properly screened.

SCANNER ETIQUETTE:

Common sense and courtesy are the rules of thumb. Be aware, note unsafe situations before they happen, and leave the scanner the way you would like it to be left for yourself. Please be guided by the following:

Safety - The principle investigator of the study and his/her designated users are responsible to make sure the scan room is a safe environment. Never bring metal objects into the scan room. Please review screening forms carefully prior to the scanning session. If there is any question about exclusion criteria, simply do not scan. Make sure all volunteers are free of all metal before entering the scan room. Always provide hearing protection to volunteers. Follow guidelines that are taught in safety class.

Courtesy - Do not remove any cables or equipment from the scanner suite that do not belong to you. Return any equipment changes to their original state (i.e., projector screen adjustments). Do not leave random loose cables in the scan room, as they can cause artifacts and accidents.

Cleanliness - Keep the control room clean (throw away garbage, ear plugs, etc). Pick up any loose cables or equipment (return to storage) when you are finished using them. Fold and put away linen, and cushions when finished using them. Place used linen and scrubs in the provided laundry bins. Keep the scrub shelves organized and neat. When you are finished with your experiment, the scan suite should look like you were never there.

Do not go over your allotted time – The control room and scanner should be turned over to the next user group at the beginning of their session. This means you should leave time at the end of your slot to remove your participant and tidy the room for the next group. Even if you get started late, your session must end on time.

Responsibilities - As well as what is mentioned above, responsibilities also include filling out the log book, filling out and providing a copy of the screening and consent forms to Tammy Moran, backing up your data to the appropriate server. Please report any scanner issues or broken equipment to Tammy by e-mail right away (tmoran@fas.harvard.edu).

INCIDENTAL FINDINGS:

The scanner we use has no history of clinical use and the sequences are not meant for clinical evaluation. Your consent makes clear that we do not use the sequences for detection of clinical conditions and, if asked, you should verbally make clear that we do not examine the scans for abnormalities. It is important that we do not imply in anyway that the

scans will be checked or evaluated by an expert for the purposes of clinical evaluation.

On occasion, investigators may notice a finding that seems abnormal. If this occurs you must report the finding directly to your faculty principal investigator. The principal investigator has the responsibility to decide the appropriate action. Please do not tell the volunteer about the finding until it has been reviewed, as you may cause undue alarm and anxiety.

SUBJECT CONFIDENTIALITY:

To assure protection of the subject's confidentiality, the subject's name and date of birth should never be entered at the scanner console. Where the name is requested, please enter only the coded ID (e.g. 090123_XXXX). Do not use the subject's initials as part of the coded ID. Where the date of birth is requested, please enter only the birth year using January 1 as the day (e.g. 1/1/1988).

PROVIDING IMAGES TO PARTICIPANTS:

Please do not provide images to the participants.

IRB APPROVAL:

You can only scan subjects for research studies if you have proper IRB approval. All individuals running scans as designates of a principal investigator must be listed on the IRB approval associated with the study. It is the responsibility of the principal investigator to make sure that safety and other procedures are followed. It is also the responsibility of the principal investigator to ensure that yearly IRB re-approvals are obtained on time. You cannot scan if your IRB has expired!

SCHEDULING:

There are two avenues for requesting time on the scanner. First, Principal Investigators will have the opportunity to request recurring time blocks on the schedule. This will occur approximately every 3 months for the following 3-month time period. Second, Principal Investigators or green-badge members of their labs may request open slots on the schedule. The PI must be cc'd on any email requesting scan slots. All requests should be directed to Tammy Moran (tmoran@fas.harvard.edu).

TO VIEW THE SCHEDULE PLEASE GO TO:

<https://meetingmaker.fas.harvard.edu/mmwebclient/>

Name: cbsmri

Password: cbsmri

Once the calendar opens, choose the MRI Proxy from the list on the left side of the page to see the scanner schedule.

ACCESSING YOUR DATA:

DEVICES BROUGHT INTO THE SCANNER ROOM:

Tammy Moran will be in charge of installing any devices in the scan room. Under no circumstances should anyone bring a device into the room without Tammy's direct assistance. All devices, pieces of equipment (no matter how apparently benign) must be reviewed for their (1) safety for use in the scanner environment, (2) that their presence in the scanner room will not adversely effect the quality of image data, and (3) that they can be effectively and safely removed and stored. For instance, it is very important that all electrical equipment and cabling be shielded and kept as far from the magnetic field as possible. Just because something is shielded does not mean that it is not still magnetic. We are happy to try to accommodate your needs as best we can. If any permanently mounted or installed equipment needs to be moved, Tammy must also be directly involved as most equipment is where it is for a reason.

For more information about the Neuroimaging facility please visit our website at:
<http://cbs.unix.fas.harvard.edu/science/core-facilities/neuroimaging>

Thank you in advance for your cooperation.

**If you have any questions contact Tammy Moran
(tmoran@fas.harvard.edu)
or the Principal Investigator with whom you are working.**