

## UR CABIN Procedures for MRI on Animals

All personnel who plan on being in the MRI suite during the setup and scanning process must undergo UR CABIN's MRI safety training prior to any scheduled scan. They should contact Judith Ripton @ ([judith\\_ripton@urmc.rochester.edu](mailto:judith_ripton@urmc.rochester.edu)) to do so.

The MRI suite corresponds to the key carded area that encompasses the control room, magnet room and corridor. UR CABIN charge for scanner time is determined by the start time you have scheduled on the calendar and when the MR suite has been cleaned up for the next subject use.

From the time an animal enters the MRI suite to the time it leaves the MR suite, the number of non-UR CABIN staff in the MRI suite will be limited to (i) 2 individuals from the investigator team and (i) 2 DLAM personnel. When possible, the UR CABIN would prefer to limit the number of non-UR CABIN staff to 1 individual from the investigator team and 2 DLAM personnel; however, it is understood that some teams may require 2 staff members. It is the responsibility of the investigator to identify ahead of time the two individuals that will handle the animal during the procedure. The designated individuals cannot be replaced or changed once the animal has entered the MRI suite. The same applies to DLAM personnel.

If a monkey is being scanned, the monkey will be placed in the stereotax unit in the magnet room. In general, tools (whether for the stereotax unit or for other purpose) will not be allowed in the magnet room. In the event a tool is needed for an adjustment, the unit to be adjusted must be moved out of the magnet room.

At least one member of the study team must be here from the beginning to the end of the study.

If anyone brings a ferromagnetic item into the magnet room that person will be asked to leave and will not be able to return until they redo the MRI safety training.

The MRI suite is not strictly for animal use therefore after handling the animal your gloves must be removed before touching anything in the MRI suite. In particular, we request that staff members remove their used gloves once in the control room.

Items needed for the study such as gauze, tape, syringes, etc. will be supplied by the investigator.

**Clipboards are no longer allowed in the MRI suite. If one is brought into the area you will be asked to remove it. No exceptions!**

**You will not be able to enter the MRI scan room at any time unless you first check with the MRI technologist. This will continue until it is determined you are conscientious of the MR environment. Non-compliance to this policy will result in you being asked to leave.**

When done with the study, it is the responsibility of the investigator to clean the stereotax unit, or any piece of equipment that has been added for the purpose of animal scanning.

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Please, after positioning/touching the animal remove your gloves before touching anything in the UR CABIN department and do not wear gloves in the control room.

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## **UR CABIN Safety Policies and Procedures**

This is an abbreviated version as applied to the animal studies. For the complete version refer to the UR CABIN website

### **Scanner Operator**

Only UR CABIN MRI Technologists may operate the MRI console.

### **Time Slots**

The time you schedule (which is the time you will be charged) for your study will include total scan time, setup and breakdown time. (ex: room setup, positioning and cleanup takes about 10-15 min depending on the study). So if your total scan time is 45min, you can't book a 45 min scanning slot. You must be leaving the control room (not the scan room) at the end of your reservation time.

In the event there is a scanner malfunction such that you will not be able to finish your study within your reserved time, you will have to reschedule your study. We **\*do not\*** back up the schedule. If you are late for your reserved time, you will still be charged for that time.

If you no longer need your reserved time on the calendar, it is your responsibility to cancel that time. Please do this ASAP so as someone else may utilize the time. A fee of \$150 will be applied to any user that does not remove their time on the calendar for canceled studies

Any exceptions to these policies must have prior approval of John Foxe.

### **Data Storage**

The RCBI charges a fee for data storage based on the amount of data stored in both your user accounts and data folders. If you do not wish to keep your data on our systems and thus incur a fee, you must remove your data from our system within 30 days of it being acquired. It is your responsibility to remove your data if you do not wish to pay for data storage.

The RCBI runs a weekly backup of all data, the costs for this are included in the storage fee. If you want the RCBI to only archive your data (at a reduced cost) this can also be done either one time (eg. when your study ends) or on a regular schedule. These archives will not be readily accessible nor are they backed up but a copy can be sent to you on request. Although we have employed industry best practices to safeguard your data, if you choose to only store archives of your data on our systems, you will be responsible to maintain the original data or a backup of the archive.

If you are unsure what data storage strategy to use, contact Evi Vanoost (vanooste@rcbi.rochester.edu) for more information on our systems and alternative strategies. You are at all times responsible to adhere to University and New York State regulations governing the unauthorized access, loss or theft of your data stored outside our systems.

We no longer provide CD's for data copies on a routine basis. If you want a CD burned it MUST be provided at the time of the scan.

### **Data on the MR Console**

Now that the scanner is busier, the scanner disk fills up quickly. Therefore the data will only remain on the MR console for 1 week. Please check your data on the server as soon as possible after it is acquired. Since some of you have been removing older scans to your own storage solution or renamed them we cannot automatically verify that you have received the scans correctly.

### **Scheduling**

To obtain access to our Calpendo calendar, please go to the Calpendo link on our website and "Register new user".

In order to schedule a study an account needs to be set up for billing with PI name, account number, indirect rate (F&A) and administrator contact. This should be given to Judy, our administrator at [judith\\_ripton@urmc.rochester.edu](mailto:judith_ripton@urmc.rochester.edu) or call her at x54540. If the account has already been established you will need to give Judy your user name so she can link your name to the appropriate account.

Once all this is established you are ready to schedule.

You can get to the calendar from the UR CABIN website, <https://www.urmc.rochester.edu/del-monte-neuroscience/brain-imaging>

If you need assistance in scheduling please contact Judy.