

UR CABIN

Animal MRI Policies & Procedures

Safety Training

Before conducting research using the MRI, all study personnel who will be present during the MRI study must take and pass the UR CABIN MRI Safety course. This includes watching a video, reading the UR CABIN Policies & Procedures, UR CABIN MRI Safety Issues and Emergency Procedures and taking a test. Once this is completed you may then start scheduling scans.

Screening Policies

All persons entering the MRI scan room must undergo a safety screening by the MRI technologist. Although this form need only be filled out once, if there is any change in your medical history (such as metal in the eye or surgical implants), it will be your responsibility to inform the CABIN staff and update your screening form.

Equipment owned by Researchers

All equipment owned by the researchers and used inside the magnet room must be checked and approved by UR CABIN before the study begins. Items needed for the study such as gauze, tape, syringes, etc. must be supplied by the investigator.

People in the Control Room

Only personnel associated with the ongoing study will be allowed in the control room at that given time. In other words, if there is a study in progress that you are not a part of, you cannot enter the control room.

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 2 individuals from the investigator team and 2 DLAM personnel. 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.

Because the MRI suite is also used for human research, **we request that staff members remove their used gloves once in the control room after handling the animal and before touching anything in the MRI suite.**

At least, one member of the research team must be present in the control room throughout the duration of the study. UR CABIN provides support for operating the magnet by providing an MR technologist.

At the end of 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.

Scanner Operator

Only UR CABIN-approved personnel may operate the MRI console. Except by prior arrangement and approval of the UR CABIN Director or Associate Directors, this will be the UR CABIN staff MR technologists.

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, cleanup) and final screening. This takes about 10-15 min depending on the study. So, if your total scan time is 45min, you should book a 60 min scanning slot. You must be leaving the control room (not the scan room) at the end of your reservation time.

If for any reason we are not be able to finish your study within your reserved time, you will have to reschedule. This also applies if you are late for your reserved time. We want to be respectful of everyone's booked time and cannot delay the start of the study scheduled after yours.

If you have scheduled time on the calendar and you cancel that time less than one hour in advance, you will be charged a fee of \$150 (equivalent to 15 minutes of scan time).

Data Storage

The images are transferred to CABIN servers immediately after the scan. The images remain on the scanner console for one week, after which they are removed. Please check you have ALL your data on our server after each scan to avoid losing it.

The University requires all data to be stored in at least one of these following secured environments, these include the cost of management and backups.

- SMDNAS based data storage (\$200/TB/year)
- CIRC Data Storage (\$299/TB/year)
- ISD Shared File Services (\$500/TB/year)

If your lab does not already have a space, an area on SMDNAS will be reserved. The cost for your storage must be included in your budget (most scanning protocols collect 2-4GB of raw data per hour). You may use the same storage for lab use and analysis, although you will need to budget for that space usage accordingly.

We will not provide your data on ANY portable media (eg. CD or USB drive) or ANY service not contracted with through the University (eg. cloud storage).

If you are unsure what data storage to use or for options to share your data outside the URMC, send an email to [Helpdesk CABIN MRI@rochester.edu](mailto:Helpdesk_CABIN_MRI@rochester.edu). The PI of a study is responsible to adhere to all policies, laws and regulations governing the proper storage, sharing, unauthorized access, loss, or theft of your data.

Any exceptions to these policies must have prior approval of one of the CABIN directors.