

## **Standard Operating Procedure: Scanner Access and Utilization**

**Background:** Defined processes are needed to ensure appropriate use of all scanners, equipment, IRB's, and imaging with a valid PTAO.

**Purpose:** Define the proper way to access and utilize the MRI scanners and outline actions to be taken when there is a failure to follow the established process.

### **Process:**

#### **Accessing the Scanner:**

Prior to performing imaging on any scanner, research personnel must establish a project within the core system which outlines the work to be performed, associated IRB and/or ACUC protocols for human subjects or animal work, respectively, and PTAO to be used for charge recovery. Projects must be approved and activated within the core system prior to scanning. After approval and activation of a project, scans must be scheduled using the core system calendar onto a previously approved project. The core calendar can be accessed via: <https://imagingcore.sites.virginia.edu/>

In order to ensure appropriate use of Imaging Core services, research groups must have an actual subject for the time slot requested which should include a valid subject ID. Using "TBD" is not an acceptable use of the subject ID field when requesting time on the Imaging Core calendar and may result in a denial of the request.

(If you have issues accessing the calendar to reserve time, please email [radiologyimagingcore@uvahealth.org](mailto:radiologyimagingcore@uvahealth.org))

#### **Scanner Imaging and Utilization:**

All research personnel must adhere to the following guidelines during scanner use:

(This includes scanners at the 480 building and all hospital scanners where research exams are performed)

- Utilize an active IRB and/or ACUC protocol along with a valid PTAO when performing scans. The regulatory protocol must cover the work to be performed on the scanner. Off-protocol scanning using human subjects or animals is strictly prohibited.
- All scanner use must be scheduled within the core calendar system
- The scanner, all coils and other equipment associated with the scanner must be used appropriately at all times.
- Any issue with scanner equipment including any other events that may arise while using the scanner as outlined in the SOP for Off Hours Scanning and Events must be promptly reported.
- Host computer layout and settings should not be modified.

- All data should be removed from the scanner immediately following a scan which includes phantom scanning or human subject scanning.
- If all data cannot be immediately removed from the scanner due to a scheduled study following a user's scheduled time slot, then data may be moved to a folder until it can be sent to an external storage source.
- If users should need to create a folder to temporarily store files until data can be removed, an email must be sent to Jose Reyes and Jamie Weathersbee stating the name and location of the file/folder. This data should be removed from the folder within 5 business days of the scan.
- Imaging Core staff will review files stored on all scanners periodically and will delete extraneous files/folders found on the system in order to maintain scanner functionality and adequate storage space for imaging studies.

### **Phantom Scanning:**

- Scanning of a physical, non-biological object that is designed to simulate human tissues for the purposes of sequence testing and/or development.
- When scanning phantoms, a barrier should be put in place between said phantom and scanning components to avoid possible damage due to leaking or biological substance residue.
- Scanning rates will be charged at \$100/scan for non-industry and \$125/scan for industry

### **Human Subjects Scanning:**

- Snyder 3T Prisma
  - Scanning rates will be charged at \$500/hr for non-industry and \$800/hr for industry scans
- Snyder 1.5T Avanto
  - Scanning rates will be charged at \$500/hr for non-industry and \$800/hr for industry scans

### **Preclinical/Animal Scanning:**

- Snyder 3T Prisma
  - Between the hours of 8am-5pm scanning rates will be charged at \$500/hr for non-industry and \$800/hr for industry scans. All other preclinical/animal scanning performed outside of these hours will be charged at a discounted rate of \$250/hr.
  - For scans booked greater than or equal to 1 week from the desired day of scanning:
    - Scanning blocks are limited to no more than four hours in length between the hours of 8am – 5pm.
  - For scans booked or extended less than 1 week from the desired day of scanning:
    - No time limitations.
- Snyder 1.5T Avanto
  - There will be no time limitations for the number of hours that can be booked for preclinical/animal scans
  - All scanning will be charged at the discounted rate of \$250/hr.

**Imaging Core Recovery Fee:**

- The Imaging Core allows for a 30-minute grace period, within the booked room time, for any preparation before scan acquisition or clean up after scan acquisition that is required. Billing time will be based upon the greater of: (i) total scan time or (ii) total booked room time minus a 30-minute preparation/clean up grace period.

Failure to following proper utilization of the scanner and adhering to the above guidelines will result in suspension of independent scanning privileges or revocation of independent scanning privileges.