



GUIDELINES FOR USING THE 7T PHARMASCAN MRI SYSTEM AT MIC

Due to increased use and several accidents that have resulted in damage of MR equipment, MIC needs to clarify guidelines for booking and general rules of use. Through this we aim to ensure personnel safety and proper use of equipment. Another important aim is to monitor the usage of the MR scanner in order to ensure a fair division of the costs through user fees. A proper overview of machine use also justifies the resources presently allocated to the MR, as well as with regards to continuation, upgrades and new equipment for the future.

1. THE MR TEAM / CONTACT PERSONS

- a. General management of the MR facility and MR applications:
Hans Olav Rolfsnes, 90 80 27 13 (cell) / 55 58 66 98 (office) / 55 97 37 73 (MR) / Hans.Rolfsnes@uib.no
- b. Technical issues:
Kai Gunter Brandt, 40 00 35 12 (cell) / 55 97 37 91 (office) / 55 97 37 73 (MR) / 55 97 37 88 (Vivarium) / Kai.Brandt@cih.uib.no
- c. Assistance with animal handling:
Vivarium, 55 97 37 88 / post@viv.uib.no
- d. MIC leader and responsible for policy issues:
Frits Alan Thorsen, 55 58 62 72 / Frits.Thorsen@biomed.uib.no

2. BOOKING

- a. **All use must be booked.** If you need to use the MR scanner longer than you have booked, you need to prolong the booking in the booking system equivalently to the extra number of hours used.
- b. **The person booking should always be physically present when the facility is used.** One cannot book on behalf of other project participants, students or others. This allows us to make sure that everyone receives proper training, including knowledge of safety rules and procedures. It also ensures a proper overview over the number and variety of users at the facility.

- c. **You must cancel at the latest 12 hours before scanning to avoid charges.** The general MIC rule implemented in the booking system is that all cancellations should occur minimum 12 hours before the booked time. If, however, unforeseen circumstances prevent a user from using a period of more than two hours, one can notify Hans Olav and each case will be evaluated independently. A notification should also be sent mri@uib.no in order to inform other MRI users that the scanner has become available.
- d. **The MR scanner can be booked for whole days/many consecutive hours.** This is different from other MIC equipment and users should be aware of this flexibility. However, when doing that, be aware of rule 2c above. Also, if you are planning a long, time-consuming MRI study, please send a notification to mri@uib.no list so that other users can plan their experiments accordingly.
- e. **For assistance with use of the MR scanner, remember to tick off the assisted use field.** Assistance means requesting time of the technical staff to help you specifically, either while you are present or on your behalf. The latter can be an attractive alternative to employing your own technicians. Note that phone assistance by MIC personnel and help with minor issues will not be charged for.
- f. **For assistance with animal handling, please contact Vivarium (contact info above).**

3. USER RESPONSIBILITY

- a. **Only registered users can book and be responsible for the use of the MR scanner.** We need to ensure that each user has sufficient knowledge before receiving the permission to book. We therefore offer courses and individual trainings for new users. For users with prior experience and training we can hold separate evaluation sessions before approval is issued. In such instances, contact Hans Olav to schedule an appointment.
- b. **The registered user who has booked is responsible for the proper use of the MR scanner, and in particular, for abiding by the rules of conduct.** Any damage to the equipment during a period booked, resulting from not following the rules of conduct, negligence or improper training, will be the responsibility of the user and his/her research group.
- c. **Registered users are allowed to bring visitors to the MRI facility, but only at their own risk and responsibility.** Non-trained personnel (fellow researchers, students, technicians and others) can only access the facility under supervision of registered users. The user is then fully responsible for the conduct of his/her guests with regard to Health & Safety (HMS) and the safety of the equipment. It is imperative that the registered user instructs his/her guests about the main rules of conduct and supervises them continually. Any damage to the system or harm to people is the responsibility of the registered user accompanying the non-trained person.

- d. **Each user is responsible for backup of own data.** Although MIC takes backups of data stored on the MRI system, it is important that every user copies his/her own data into a private location as soon as possible after the scan. Due to limitations in storage space, we will thus, as a rule, start deleting data from our server after three years.

4. **MAIN RULES OF CONDUCT**

- a. **The equipment in the MR room should be treated with care and consideration.**
- b. **It is strictly forbidden to bring any metal objects beyond the red demarcation line into the MR room. This applies to all metals, regardless of their magnetic properties.** The MR scanner has a very strong magnet and metal objects can destroy parts of the equipment and poses a lethal threat to personnel with metal implants (pacemakers, defibrillators, stents etc).
- c. **In case of damage to the equipment or a malfunction, please email Hans Olav Rolfsnes, Kai Brandt and Frits Thorsen immediately.**
- d. **Disinfect and clean equipment properly.** Detailed routines will be issued and posted on the wall at the MR facility.
- e. **Publications which use results obtained with MIC equipment should mention MIC in the acknowledgement.**

Non-compliance with the above guidelines can result in a temporary deactivation of your MIC user account. We are open to feedback and will listen to any concerns you might have regarding these guidelines.

I have read and understood the Guidelines for the use of MICs 7T Pharmascan MRI system.

Date:

Place:

Signature:

Name in Block letters: