1. Introduction

The purpose of this SOP is to establish standardized procedures for accessing the MRI suite. This ensures the safety of research participants, staff, and visitors by minimizing risks associated with the strong magnetic fields and radiofrequency used in MRI. The SOP aims to prevent accidents, ensure proper handling of ferromagnetic materials, and maintain compliance with institutional and regulatory safety standards.

2. Scope

This SOP applies to all personnel who may need to access the MRI suite, including but not limited to principal investigators (PIs), research staff, students, medical staff/personnel, facilities management, and authorized visitors.

3. Definition

**Electronic Lock** – All doors in Zones II, III, and IV of the CIRC MRI suite are secured with electronic locks. Access is controlled using ID cards, which serve as the staff, faculty, or research assistants' identification and access cards. This system enhances security by ensuring that only individuals with the proper credentials and authorized access can enter specific areas.

**Zone I (Entrance)** – The entrance area of the MRI suite, including the reception and the waiting area, is the only public access areas of the CIRC. Public access will be granted Monday – Friday, 8 a.m. to 5 p.m.

**Zone II (Research volunteers transfer/gowning)** – The interface between the public access area of Zone I and strictly controlled areas of Zones III and IV. It is accessed from Zone I through a door secured with an electronic lock.

**Zone III (Control Room)** – The central area of the MRI suite contains the computer displays and keyboards that control the MRI scanner. This room is strictly controlled and accessed from the MRI delivery hallway through a door secured with an electronic lock.

**Zone IV (Magnet Room)** – The room in the MRI suite where the MRI scanner is located. It is accessed from the control room through a door secured by a **physical key**.

**Equipment Room** – The room within the MRI suite that contains the computers, radio frequency amplifiers, power supplies, and other equipment that controls the MRI scanner, secured by a physical key.
MRI Technologist – The CIRC MRI Technologist is a specialized health professional responsible for operating the MRI machine.

Study Team – Faculty, staff and students involved in conducting the research.

Research Volunteer – An individual participating in a research protocol at the CIRC.

Visitor – An individual with a legitimate reason to enter the MRI suite, but who has not completed the CIRC safety course.

NOTE: Visitors must be escorted by an authorized CIRC member at all times. **Visitors entering Zone IV MUST complete the MRI Safety Screening form.**

4. Policies and Procedures

The CIRC is located in the basement of the SEIR building (B52). The MRI suite is divided into four safety zones: Zone I through IV. This section outlines the guidelines for granting access to the MRI suite at CIRC.

*Research volunteers and visitors:* All research volunteers and visitors must be accompanied by an approved CIRC member, at all times.

*CIRC’s full time staff and on-site field engineers:* The MRI technologist, medical director, nurse, manager and all other individuals employed by, or affiliated with, the CIRC are granted full access to the research MRI suite.
All full-time CIRC staff and study team members who observe, assist, or work in Zones II, III, and IV, escort the research volunteer, and enter the magnet room to prepare for testing must obtain badge access (please refer to “iLab instructions” under “Badge Access”). Below are all the instructions on obtaining and maintaining badge access, along with the associated permissions and restrictions:

4.1. Contact the CIRC manager, Aida Nasirian, at aida.nasirian@uta.edu to schedule in-person safety training.
4.2. Complete in-person safety training.
   o Pass associated quiz on the material covered in the training.
4.3. Complete in-person CIRC tour.
4.4. Complete MRI Safety Screening Form.
4.5. If qualified, badge access will be granted.
   o Authorized to pre-screen research volunteer.
   o Authorized to escort the research volunteer beyond zone I.
   o Authorized to enter all four zones.
4.6. You must repeat online safety training ANNUALLY.
4.7. You must renew safety screening form ANNUALLY.
4.8. Failure to complete steps 4.5 or 4.6 will result in access termination.

5. Document History

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<td>06/26/2024</td>
<td>Original Version</td>
<td>Aida Nasirian &amp; Mike Nelson</td>
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