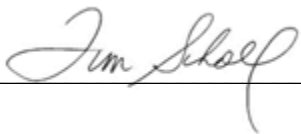


SOP Number:	100.14	
Title:	Standard Operating Procedure on SOP's	
Version Number	Effective Date	Changes
100.14	30 September 2025	Reviewed/Changed

Directors Signature: _____  _____ Date: 2025/SEP/30

1. SCOPE

This SOP applies to the written procedures followed by this research team as it conducts all studies.

2. PROCEDURES

a. Procedure for preparing new SOPs or revising previously issued SOPs

• 3T MRI Facility Director • 3T MRI Facility Manager/Technologist • Investigators • Support Staff	Based on the regulations and guidelines listed in Section C, write a new SOP or revise a previously issued SOP that describes the new or revised procedures. Each SOP includes the following information on the first page: • The title • The number for that SOP • The date of the current version • The date of the previous version (for revisions) • A log of all previous versions of that SOP
• 3T MRI Facility Director • 3T MRI Facility Manager/Technologist • Investigators • Support Staff	Draft the SOP using the following format: • Introduction and Purpose • Scope • Applicable Regulations and Guidelines • References to Other Applicable SOPs • Attachments • Responsibility • Definitions • Process Overview • Procedure • Maintain a Table of Contents by number and title of the SOPs
• 3T MRI Facility Director • 3T MRI Facility Manager/Technologist	Review draft SOP to ensure accuracy and completeness.
• 3T MRI Facility Director	Approve, sign, and date each new SOP after it is finalized.
• 3T MRI Facility Manager/Technologist	Distribute the new SOP to all team members. Collect the superseded SOP if appropriate. Maintain a distribution list.
• 3T MRI Facility Manager/Technologist	Maintain an archive of all previous versions of SOPs to be available in the event of an audit.

b. Procedure for reviewing SOPs

3T MRI Facility Director	At least annually, review all SOPs. If revisions are required follow the procedure described above.
3T MRI Facility Manager/Technologist	If no changes are required, document and file appropriately.

c. Procedure for providing training on implementing SOPs

3T MRI Facility Manager/Technologist	Provide training to all MR personnel within 1 month of a new or revised SOP becoming effective.
3T MRI Facility Manager/Technologist	Ensure that all new MR personnel document the date of training and the SOPs reviewed (see Appendix 1: <u>SOP Compliance Form</u>).
3T MRI Facility Manager/Technologist	Ensure that all new MR personnel review all applicable SOPs prior to undertaking any responsibilities at this facility for which the SOPs apply. Ensure that all new MR personnel of the research team documents the date of review (or training, if appropriate) and the relevant SOPs (See Appendix 1: <u>SOP Compliance Form</u>).
3T MRI Facility Manager/Technologist	Ensure that all MR personnel take part in periodic safety review sessions to review all SOP's, including revisions, and newly implemented SOP's. (See Appendix 2: <u>Safety Review Checklist</u>)
3T MRI Facility Manager/Technologist	Maintain a record of SOP training.

d. 3T MRI Standard Operating Procedure Log

SOP type (code)	SOP #	Title	Date
General Administration	100.14	SOP on SOP's	30SEP2025
	105.11	Facility Access Approval Procedure	30SEP2025
	110.13	Facility Visitor Approval Procedure	30SEP2025
	115.13	New Protocols and Ethics Procedures	30SEP2025
	120.13	System Billing and Standard Rates	30SEP2025
	125.11	Privacy and Confidentiality	30SEP2025
Safety and Emergency Procedures	200.13	General MRI Safety	30SEP2025
	205.12	Emergency Code Blue Procedure	30SEP2025
	210.13	Emergency Fire Procedure	30SEP2025
	215.13	Emergency Quench Procedure	30SEP2025
	220.13	Safety and Operator Training Procedure	30SEP2025
	225.13	Incidental Pathological Findings	30SEP2025
	230.13	Research Subjects Requiring Oral Sedation	30SEP2025
Equipment	300.13	System Start-up, Restart, and Shutdown Procedure	30SEP2025
	310.13	Equipment Handling Procedure	30SEP2025
	315.11	Insert Gradient Coil Installation and Removal	30SEP2025
	325.11	Data Handling and Storage Procedure	30SEP2025
	335.09	Goodbye Scan	30SEP2025
	340.09	PSD Loading and Backup	30SEP2025
	345.02	City Water Bypass Procedure	30SEP2025
	350.01	Monitoring System Procedure	30SEP2025
Room Use	400.13	MRI Decontamination and Waste Disposal Procedure	30SEP2025