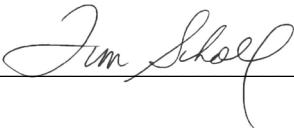


SOP Number:	310.13	
Title:	Equipment Handling Procedure	
Version Number	Effective Date	Changes
310.13	30 September 2025	Reviewed

Directors Signature:  Date: 2025/SEP/30

1. SCOPE

This SOP describes the procedures for handling equipment owned by and/or stored in the 3T MRI facility.

2. PROCEDURES

a. Equipment Handling Procedure

- Equipment owned by the 3T MRI facility may be used by all investigators for studies performed in the facility. It is the responsibility of the investigator and/or experimental support personnel to ensure that the equipment used is functional before beginning, and after completing the experiment.
- If a piece of equipment is damaged or found to be not working, it is the responsibility of the investigator and/or experimental support personnel to inform the MRI facility manager, or facility director of the equipment and its current state. System performance problems must be documented in the console logbook located on the console desk and “System Performance Logbook” located on the bookshelf to the left of the 3T console.
- Equipment that belongs to a specific investigator **MUST** be labelled and is to be used by that group only. Other investigators are not permitted to use labelled items unless it is their own, or unless they have received permission to do so.
- Please use courtesy in handling all equipment in the 3T MRI facility. Many of the items are extremely fragile, expensive, and irreplaceable. Upon completion of a study please turn off all pieces of equipment that were used during the study, ensure they have been cleaned and/or disinfected, and stored in their proper location.

b. Core Facility Equipment

- Below is a list of equipment that is considered the responsibility of the core facility. **All other equipment being used is considered the responsibility of the Investigator.**
 - GE MR750 (magnet/console)
 - GE coils
 - GE phantoms/sponges
 - Magnet room linen/supplies (for human subjects/volunteers **ONLY**)
 - Gas cylinders (equipment room)
 - MR Workstation
 - MedRad Injector and O² Sat Monitor
 - T/R switches
 - Quadrature Hybrids
 - Gateway cables
 - MNS A port Adapter
 - RF Legacy Coil Adapter
 - P1 CNS Gateway Adapter
 - Gradient Insert Coil/Cables/Cooling lines and Chiller