



SOP Number:	105.10	
Title:	Facility Access Approval Procedures	
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Directors Signature: _____ *Jim Skolef* _____ Date: 2023/SEP/01

1. SCOPE

This SOP describes who is permitted to enter the 3T MRI facility, under what circumstances they may enter, and the procedure for obtaining access. Where applicable, it refers to other SOPs for information about specific cases.

2. PROCEDURES

a. Entry into the 3T MRI Facility is restricted to the following:

- Level 1 and level 2 (operators) personnel of the 3T MRI facility that have been trained according to standards in *SOP # 220 Safety and Operator Training Procedure*.
- Investigators that are involved in research programs at the 3T MRI facility, and have complied with the regulations stated in *SOP # 220 Safety and Operator Training Procedure*.
- Members of the groups of investigators, herein referred to as experimental support personnel that are necessary to the successful execution and completion of the research project and have complied with the regulations stated in *SOP # 220 Safety and Operator Training Procedure*.
- Visitors accompanied by authorized personnel that have complied with the procedures listed in this *SOP # 110 Facility Visitor Access Approval Procedure*.
- Volunteers and patients participating in studies and entering into the magnet that have complied with the regulation stated below, as well as, with regulations stated in *SOP # 115 New Protocols and Ethics Procedures*. Volunteers and patients are not required to read *SOP # 115*. It is the responsibility of the investigator to ensure that all studies and corresponding volunteers/patients comply with regulations set out by the Research Ethics Board (REB).
- Essential building services personnel required for maintenance and cleaning of the 3T MRI facility, and technical support for all computer systems in the facility that have been trained accordingly to the standards in *SOP # 220 Safety and Operator Training Procedures*.

b. Procedure for obtaining security access:

- All those who wish to obtain security access to the 3T MRI facility must obtain a letter from the 3T MRI facility director formally requesting security access for the individual. These letters are to be kept with the 3T MRI facility manager. See [Appendix 6: Security Access Request Letter](#).
- All those who would like to obtain and maintain security access to the 3T MRI facility (i.e., level 1 personnel) must complete the safety training as set out by the facility. See *SOP # 220 Safety and Operator Training Procedure*.
- Operators, or level 2 personnel require security access and must complete the safety and operator training listed in *SOP # 220 Safety and Operator Training Procedure*.

- Security access will not be granted to anyone having medical devices, implants, or objects listed in *SOP # 200 General MRI Safety* that could cause risk of injury when in the presence of the magnetic field.
- All access will be subject to the discretion of the 3T MRI facility directors and/or 3T facility manager.

c. Entry regulations for persons not subject to security access:

- Visitors do not require security access to the 3T MRI facility and must follow the entry regulations listed in *SOP # 110 Facility Visitor Access Approval Procedures*.
- Volunteers/patients participating in research projects do not require security access to the facility and are required to complete an MRI screening form provided by the investigator of the study in question. See Appendix 5: MRI Screening Form. This screening form will comply with the REB protocol in question. See *SOP # 115 New Protocols and Ethics Procedures*.
- All essential building services personnel must not enter the magnet room unless accompanied by a 3T MRI facility director or 3T MRI facility manager. Essential building services personnel are not permitted to bring visitors into the 3T MRI facility.