



# Western

Centre for Functional  
and Metabolic Mapping

## 3T/7T MRI FACILITY

<b>SOP Number:</b>	<b>340.02</b>
<b>Title</b>	<b>7T MRI End of Session Protocol</b>

<b>Revision Chronology</b>		
<b>Version Number</b>	<b>Date</b>	<b>Changes</b>
<b>340.01</b>	<b>06 February 2013</b>	<b>First version</b>
<b>340.02</b>	<b>28 May 2019</b>	<b>Revision to end of session – include goodbye scan</b>

**Facility Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ROBARTS RESEARCH INSTITUTE**  
**CENTRE FOR FUNCTIONAL AND METABOLIC MAPPING**  
**3T/7T MRI FACILITY**

**Standard Operating Procedure #340.02**

**7T MRI End of Session Protocol**

**1. Introduction**

- 1.1. Research involving Magnetic Resonance Imaging (MRI) at high magnetic field strengths presents unique hazards to both research subjects and individuals working within and around the MRI system. Consequently, the potential for serious personal injury is present due to the sheer magnitude and strength of the static magnetic field along with the immense flexibility of the research system and associated peripheral hardware.
- 1.2. Equipment in the 7T MRI Facility is sensitive to the order used in powering the system up and down. If the proper procedures are not followed, the equipment may be damaged or malfunction. Only authorized Level 2 MRI Personnel are permitted to perform these procedures.
- 1.3. Extensive training is required before performing any procedure on the 7T MRI system, see SOP#130: "MRI Personnel Training".

**2. Session End**

- 2.1. **Shut-down.** If you are the last operator of the day please ensure that the 7T system is shut down and the facility is left in the condition in which you found it. (ie. Change linens, wipe down bed and put coils/peripheral devices back to their original stored locations).
  - 2.1.1. If your session included any imaging that was performed using 'non-product' pulse sequences, please perform a simple 'Good-bye' scan to ensure the system is operating in its normal conditions. To do this, place a phantom into the head coil and advance the bed to isocentre. Start a new study called 'Good-bye' and run any one 3 plane localizer sequence. If the scanner runs and generates high quality images, without the presence of artefacts or distortions, you can then shut the system down. If any abnormal imaging is noted, please advise the Senior Research MRI Technologist immediately.

**3. Return Equipment**

- 3.1. Please return all coils and equipment to their proper storage locations. It is good practice to wipe down coils and surfaces using the disinfectant wipes provided in the lab.
- 3.2. Turn off all peripheral devices used, e.g. the projector, coil and store all cables and cords and tidy the MRI and operators console room.
- 3.3. Lock the MRI room door and return the key to the wooden cabinet on the right side of the MRI window in the control room.
- 3.4. Place dirty laundry in the hamper, and if the laundry bag is full please place the bag in the hallway outside of the MRI Suite.