



CFMM Facility Access & Visitor Info	
SOP Number:	115.04
Date:	17 Feb 2026

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1. Introduction

- 1.1. The Centre for Functional and Metabolic Mapping (CFMM) Core Facility at Western's Robarts Research Institute houses Canada's only collection of high-field (3T human) and ultra-high field (7T human, 9.4T & 15.2T animal) MR systems. The CFMM is dedicated to establishing the anatomical, metabolic and functional characteristics of normal brain development and healthy aging across the lifespan; as well as establishing the brain basis of developmental, neuropsychiatric and neurodegenerative deficits. CFMM resources are available to grant funded scientific collaborations, as well as industry sponsored contract studies with appropriate Review Ethics Board (REB) approval.
- 1.2. The static magnetic field of the MRI (Zone IV) is always present. It is essential that everyone entering the facility is aware of the presence of the magnetic field, since we cannot otherwise detect it - magnetic fields cannot be seen or felt.
- 1.3. Due to the inherent hazards associated with the static magnetic field, access to the CFMM is restricted to ensure the safety of all patients, subjects, visitors, and staff. The CFMM is conceptually divided into four MRI Zones of increasing potential risk and access restrictions. Entry to Zones III and IV have special conditions that must be met.
- 1.4. Dangerous and potentially lethal levels of electricity are used in all MRI systems. Therefore, it is important that all individuals working around the MRI systems be aware of the dangers and understand the safety issues concerning electricity. Current-carrying cables, connections, and junction points in the vicinity of the main magnetic field are particularly susceptible to damage due to the extreme Lorentz forces created through the normal operation of the system. Periodically, the effects of prolonged mechanical fatigue may result in breakage, thereby causing electrical arcing, sparking and/or high heat levels before the system can shut down. In these instances, there is a high potential for personal injury as well as the possibility of a fire being ignited.

2. Security Card Access

- 2.1. Card readers are located at the doors to Zone III and ensure only approved personnel can enter. Temporary, supervised access to Zones III and IV within the CFMM is possible when accompanied by a Level 2 MRI Personnel.
- 2.2. Anyone requiring Security Card Access to the CFMM MRI Zone III and IV areas must email the to the CFMM Director (see cfmm.uwo.ca/people) with an explanation of why access is required. Card Access will not be granted to those with MRI contraindications.



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- 2.3. If Security Card Access is required by a graduate student or research personnel, the request must come from the supervising Principal Investigator. In requesting card access, the Principal Investigator is acknowledging that they take full responsibility for the actions of their staff/student, including any acts of negligence which may cause damage to equipment or physical injury to themselves or individuals working under their supervision, while working within the CFMM.
- 2.4. The CFMM is part of Robarts Research Institute. To obtain building access, research personnel must submit a request to the CFMM's Research Coordinator (see cfmm.uwo.ca/people). Access is only guaranteed for as long as the project is active and must be renewed on an annual basis.

3. Entry Regulations

Entry into the CFMM MRI Zones III and IV are restricted to the following individuals:

- 3.1. Level 1 and 2 MRI Personnel: individuals with security card access who have read and agree to comply with the regulations outlined in the CFMM's "MRI Personnel Training" SOP and undergone screening and appropriate training related to the requirements of their specific role.
- 3.2. Research Personnel: including staff, students, and other individuals associated with principal investigators, whose presence is necessary for the successful execution and completion of the research project, and have complied with the regulations as outlined in the "MRI Personnel Training" SOP.
- 3.3. Facility Visitors: individuals who are accompanied at all times by a Level 1 or Level 2 MRI Personnel.
- 3.4. Volunteer Subjects and Patients: those participating in research studies. It is the responsibility of the principal investigator to ensure that all studies and their participants comply with the regulations set out by an approved Human Subject Review Ethics Board (HSREB) protocol. All study volunteers and patients within Zones II and III of the MRI Facility must remain under the supervision of Level 1 or Level 2 MRI Personnel.



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3.5. Essential Service Personnel: are often required to maintain the safety and operation of the CFMM, and include, but are not limited to - caretakers, maintenance personnel, Fire, Police and Veterinarians. The following rules apply:

3.5.1. must NOT enter Zone III of the MRI Facility without the approval and supervision of Level 2 MRI Personnel (e.g. CFMM Director or MRI Technologist).

3.5.2. must NOT enter Zone IV (MRI room) without the explicit approval, accompaniment, and direct supervision of Level 2 MRI personnel and must have completed the "MRI Screening Form" and reviewed by CFMM Level 2 personnel.

3.5.3. are NOT permitted to bring visitors into the CFMM MRI Zone III and IV areas without the permission and direct supervision of Level 2 MRI personnel.

3.5.4. Western Facilities Management is responsible for educating and instructing the cleaning staff of the MRI Zone restrictions set in place by the CFMM.

3.6. Anyone entering Zone IV (MRI room) MUST complete an "MRI Screening Form". This form will be reviewed and approved by designated Level 2 personnel and will be kept electronically within the CFMM.

3.7. Research Personnel, patients, research subjects and authorized individuals who regularly require entry to Zone IV and have completed the above form, do not need to complete a new questionnaire before each admittance. However, it is the responsibility of these individuals to inform the on-duty Level 1 or 2 MRI personnel of any change in status (e.g. if they have undergone a surgical procedure, have had an eye injury with metal, or obtained any metallic implants or devices). After any change in status these individuals must complete a new screening questionnaire and obtain approval before entering Zone IV again.

4. Facility Tours and Visitors to the CFMM's Extra-Vivarium Spaces (EVS)

4.1. As a world-renowned Core facility at Western, we have a responsibility—and a unique opportunity to promote transparency in research and showcase the groundbreaking science we support. As such, we frequently host tours which help foster collaboration, inspire future researchers, and strengthen community and institutional ties.

4.2. Visitors are individuals without formal affiliation to Western University and without ACC authorization to conduct animal-based research.



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- 4.3. While within the CFMM, visitors **MUST** be always accompanied by Level 1 or Level 2 personnel.
- 4.4. Facility tours and visitors are restricted to the MRI console area and designated Zone III spaces. While MRI activities may be observed for demonstration purposes, tours will be conducted in a manner that ensures human research participants and research animals are not visible and that their privacy, confidentiality, and welfare are fully protected.
- 4.5. Entry to the lab, prep space, or MRI rooms is permitted only for justified purposes—such as viewing specialized equipment—and must occur at the discretion of the CFMM member conducting the tour. Prior notification is required **only** when an animal is present, and access will be granted on an individual basis.
- 4.6. The focus of a facility tour should be to highlight the MRI infrastructure, capabilities and supporting facilities (i.e. RF and manufacturing lab) and the collaborative nature of the research conducted.



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Revision Chronology		
Version Number	Date	Changes
100.01	01 March 2010	First Version
115.02	07 April 2020	Combination of 3T 7T and 9.4T
115.03	12 May 2020	Minor revisions (JG)
115.04	17 Feb 2026	Minor updates, add Tour/Visitor Specifics (MB/JG)

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17-February-2026

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