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| Standard Operating Procedures  **Appendix 3: Signature Sheet and Safety Checklist**: MRI Level 1 and 2 Personnel |

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| **MRI Level 1 and 2 Personnel**include only individuals who have completed the education, facility orientation, and training required for MRI operation. All operators of the 3T and 7T MRI scanners must be trained as Level 2 MRI Personnel for performing experiments involving human subjects, plus complete additional training on the system and its components to ensure the wellbeing of patients, volunteers, staff as well as the MRI system itself. |

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| Contact Information: | |
| Name: | Date: |
| Department: | Email: |
| Principle Investigator/Supervisor: |

|  |  |  |
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| **SOP#** | **SOP Name** | **Signature** |
| 100 | MRI Safety Zones | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 105 | General Safety | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 110 | MRI Personnel Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 115 | MRI Facility Access | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 120 | Emergency Code Blue | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 125 | Emergency Fire | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 130 | Emergency Quench | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 135 | General Experimental | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 140 | New Studies and Ethics | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 145 | MRI Scheduling, Rates and Invoicing | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 150 | Unanticipated Problem Reporting | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 155 | MRI Peripheral Devices | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 160 | MRI Data Handling | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 165 | Animal Safety and Handling | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 170 | Cleaning, Waste Disposal and Chemical Storage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 175 | Biosafety Level 2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 180 | Minimizing Risk Covid-19 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

By signing the above you acknowledge you have **read and understand** the SOP’s listed and agree to follow all policies and procedures outlined therein. Please complete this form, digitally sign and submit to [cfmm@uwo.ca](mailto:cfmm@uwo.ca).

<< Next page – MRI Safety Orientation Checklist >>

Please complete and submit **Appendix 1**: **Magnetic Resonance Environment Screening Form** to [cfmm@uwo.ca](mailto:cfmm@uwo.ca) prior to your first MRI or training session.

**MRI Safety Orientation:**

MRI Safety Zone Locations & Entry Requirements

5 Gauss Safety Line (Zone III)

General Safety

Review Magnetic Resonance Environment Screening Form

MRI System Training (Scanner operation and safety training as set out by the CFMM)

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| For: The CFMM (the TRAINER) | For: MRI Level 1/2 Personnel (the TRAINEE) |
|  |  |
| *Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | Date: |