

1. SCOPE

This SOP describes the procedures to be followed by visitors entering the 3T MRI facility.

2. PROCEDURES

a. Regulations for all visitors

- All visitors must be accompanied by at least one Level 1 MRI personnel with security access to the 3T MRI Facility.
- Level 2 MRI personnel, at any given time may grant or deny entry to the facility under the discretion of the 3T Facility director or the 3T MRI facility manager.

b. Visitor classification and specific regulations

- Visitors are divided into two separate classifications:
 - Those entering the control room (Zone III) only and not entering the magnet room (Zone IV).
 - Those with intent of entering the magnet room (Zone IV).
- Visitors not entering the magnet room must be informed by either level 1, or level 2 personnel that they are not permitted beyond the magnet room door. The operator is responsible for informing the visitor of these restrictions and ensuring adherence.
- Visitors intending to enter the magnet room must remove all metallic objects and fill out the “MRI Screening Form” (see Appendix 5). The 3T MRI facility manager, or technologist **must** review and sign this form before visitors proceed into the designated high magnetic field area.