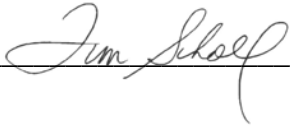


SOP Number:	325.10	
Title:	Data Handling and Storage Procedure	
Version Number	Effective Date	Changes
325.10	17 August 2023	Reviewed

Directors Signature: _____  _____ Date: 2023/SEP/01

1. SCOPE

This SOP describes how data obtained from the MRI system is to be collected and stored.

2. PROCEDURES

a. Data Collection

- All data collected on the 3T MRI scanner should be coded according to the study protocol.
- Only the study coordinator and the MRI technologist should know the identity of the subject. Information on the participants and the participant's study code will be kept by the study coordinator and/or the MRI technologist in a locked cabinet.

b. Temporary Data Storage

- All data obtained on the 3T MRI scanner will be temporarily stored on the system's hard drive for a maximum of 24 hours. This includes all raw data acquired during scanning. It is the **operators' responsibility** to have their data networked and stored accordingly.

c. Permanent Data Storage

- All data should be transferred to the investigator's assigned directory or MRI workstation. The operator is responsible for determining where the data is to be stored and/or backed up.
- Data can also be stored on a CD-R/DVD-R. Discs must be purchased in advance by the operator or investigator performing the scan.