

# **Standard Operating Procedure**

## **General Procedures for Imaging Suite Access**

### **PC-SOP-IM-001-v05**

#### Revision History

Version	Reason for Revision	Date
05	Minor revision	Aug/21/2025

## **1. Overview**

The imaging facility in the PC building consists of specialized equipment including a 3T MRI, a PET-CT, DEXA and Ultrasound imaging equipment. Being around such equipment could involve exposure to ionizing radiation or electromagnetic fields. A minimum understanding of safety procedures is required for all those requesting access.

## **2. User Responsibilities**

All users of the Imaging Suite are responsible for:

- 2.1. Following all applicable regulations, safety rules and practices outlined in this SOP, relevant Environmental Health & Safety policies, University policies and obligations of any professional bodies/orders to which they belong.
- 2.2. Reporting any deviation from normal operations, injuries, damage to equipment or property to the relevant staff or Manager, Bio-Imaging and Centre Facilities/Radiation Safety Officer.
- 2.3. Wearing personal protective equipment (lead aprons, lab coats, gloves etc.) as required by SOPs, Environmental Health & Safety and signage in the Imaging Suite.
- 2.4. Attending a safety orientation and relevant training courses as directed by the relevant staff or Manager, Bio-Imaging and Centre Facilities/Radiation Safety Officer, and/or Environmental Health & Safety.

**SCHOOL OF HEALTH**

- 2.5. Booking the platform for the time required using the School of Health's online booking system and adhering to any cancellation policies.
- 2.6. Accessing the platform only during booked times to minimize potential safety hazards.
- 2.7. Properly cleaning the equipment and any touched surfaces between participants and prior to leaving the area as outlined in the relevant SOPs.
- 2.8. Identifying evacuation routes and understanding procedures for emergency response.
- 2.9. Ensuring that there is no eating, drinking, smoking, vaping, or application of cosmetics.
- 2.10. Ensuring that the user or their participant(s) do not expose others to unnecessary risk if they have symptoms of illness or have been exposed to someone with symptoms in the last 14 days.
- 2.11. Users are expected to keep the number of persons in the Imaging Suite at any given time to the minimum number necessary for conducting all procedures safely and correctly.
- 2.12. Data transfer and notes taken during a session should be electronically transferred as soon as possible following the session for back up and ease of access.
- 2.13. Following all directives, recommendations and guidelines provided by SOPs, Environmental Health & Safety, or governmental bodies to ensure safe practices.

**3. MRI Safety****3.1. General**

- 3.1.1. All users entering the MRI suite must be aware that the static magnetic fields of the superconducting magnets are always present, as the scanner is always on.
- 3.1.2. Any individual entering the MRI scanner area will need to have completed the MRI Safety Screening form and be authorized by the MRI Technical Supervisor or delegate before accessing the scanner room. Authorization for regular users must be renewed annually, or when they have experienced physical changes, surgery, health problems or implants.
- 3.1.3. Implant devices and other objects within or on any individuals intending to enter the magnetic environment must be deemed safe for use in an MRI environment prior to the individual or research participant entering the scanner magnet room.
- 3.1.4. Individuals who are, or may be, pregnant are not allowed to remain in the MRI scanning room while the radiofrequency system is operating.

**SCHOOL OF HEALTH****3.2. Fire Safety**

**\*\* IMPORTANT: Red Fire extinguishers are not to be brought into the MRI magnet room\*\***

- 3.2.1. In the event of a fire or suspected fire in the MRI magnet room, help evacuate any participants or individuals from the room and close the door. Standard fire extinguishers are not compatible with the magnetic environment. There is one white extinguisher that is safe for MRI and has the following MR safe symbol on it:

**3.3. Medical Emergency**

- 3.3.1. An individual or research participant who becomes ill or injured must be removed from the magnetic environment immediately by the Technical Supervisor or delegate.
- 3.3.2. Contact security at **ext. 3717 or 514-848-3717** to help coordinate the appropriate response.

**4. Radiation Safety**

- 4.1. Radionuclides and/or radiation emitting devices are handled only by authorized users or staff who have received training in radiation safety.
- 4.2. Do not enter a room or area if a procedure involving radiation is being performed.

**5. Prolonged Outages**

- 5.1. During prolonged outages the equipment will be put into appropriate standby mode by authorized members of staff. If access is denied to members of staff normally operating a system, a designated staff member will be guided through the necessary steps to ensure the safe shut down of equipment.
- 5.2. Researchers with active, current, projects will be advised of the situation as soon as possible.