

# 3T MRI Core Research Facility

## Cover letter (Date: 06/30/2021)

Please check with the WSU IRB to see if you need an Appendix N approved before resuming scanning.

1. All research studies will need an IRB approval dated post-COVID 19 (March 14th, 2020) along with their approved Appendix N form submitted to the IRB. All Pre COVID-IRB approvals will not be accepted for conducting research activities.
2. We at the MRRF need to abide by our SOP which was approved by the WSU research offices and all the safeguards described in the "Resumption of laboratory research activity" Governor's order regarding "Gathering and face mask order"
3. Studies where there is no direct benefit will not be resumed until they have an IRB approval dated post-COVID 19 (March 14th, 2020)
4. Complete all required WARRIOR SAFE training prior to opening the center (All our staff has done this).
5. Campus daily screener form must be filled out by all staff and forward it to mrc3T@wayne.edu. Anyone accompanying the research subject or any other approved users will also forward the same screening from to MRRF as well at mrc3T@wayne.edu
6. MRI research subjects will also fill the COVID 19 safety form prior to visiting MRRF. A paper signed copy will also be part of MR safety form.
7. Any employee or staff who develops the symptoms of COVID 19 during their shift will report to their supervisor who will in turn notify the WSU health center.
8. Abide by all cleaning procedures as described in our WSU approved SOP.
9. All research assistants accompanying the subjects will be trained on our procedures and all of them will sign and date the training document which will then be saved at MRRF.

### **New Updates:**

Two days during the week (Tuesday and Thursday), we have reduced cleaning time from 1 hour to 30 minutes. These slots can be used only by participants who have been fully vaccinated with proper documentation (e.g., CDC Covid-19 Vaccination Record Card). If you have participants who are not fully vaccinated, then you will have to follow the old COVID-19 safety and cleaning policy (mandatory 60 min gap between scans) and book scans on Monday, Wednesday or Friday.

**Scanning slots on Tue and Thru only: 9:00 am, 11 am, 1:00 pm, 3:00 pm, 5:00 pm.**

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WSU MRI Core	OVPR Department Approval for Phantom Scans	SOP #	Daily Cleaning
		Revision #	3
		Implementation Date	6/1/2020
Page #	1 of 2	Last Reviewed/Update Date	10/10/2020 - JP
SOP Owner	E. Mark Haacke, PhD, Director	Creator/Amend:	Z Latif/P Jella

**Standard Operating Procedure – Cleaning the MR control room and the Magnet room and shared equipment.**

As we start to ramp up our MRI core facility, we must make changes in everyday work environment. These changes include employee’s daily routine as well as all visitors and subjects in the MRI Facility at WSU. We will remove all unused equipment from the Magnet room and patient’s area. The enhanced cleanliness and disinfection procedures are described as below.

1. All approved employees will complete a WSU [campus daily screening](#) before reporting to work. They will have to answer the questions about their current symptoms of fever, cough, shortness of breath sore throat and diarrhea as well as travel and any contact with Covid-19 patients. MRI Core employees and all 3T MRI Users who are affiliated with WSU will have to complete the WSU [campus daily screening](#) and forward their permitted email to [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu) All external (non-WSU) users will have to fill out the [MRC daily COVID screener](#). This additional information will be required for the contact tracing if needed. Everyone must sign in and out.
2. Only scheduled visitors will be allowed who are pre-approved by the MRI Core and are on the schedule. We will start with minimum staff and as the demand increases and all safety issues have been ironed out then we can start a full schedule. All employees and subjects will wear face mask in closed public spaces like the magnet room and in the control room. All should try to keep 6 feet apart whenever possible. We will keep minimum staff in the control room as well.
3. We will clean all routinely touched surfaces in the magnet room before and after every subject. There will be a 60 minutes buffer in between all subjects to clean and air out the room.

**Self-cleaning procedure**

Wash your hands as often as you can with soap and water for at least 20 seconds. You can use the hand sanitizer, but you must wash your hands after each subject even if you were using the gloves. Use mask in closed indoor spaces. Use sanitizer after washing your hands.

Name of the person : \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_; Initials: \_\_\_\_\_

Name of the person receiving the training documents: \_\_\_\_\_;  
Date: \_\_\_/\_\_\_/\_\_\_\_\_

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### Enhanced environment Disinfectants

According to CDC, you must wear gloves and mask. Clean the surfaces with soapy water solution and then with disinfectants. Cleaning with soap and water reduces the number of germs and dirt and disinfecting kills germs on the surfaces

High touch surfaces like the doorknobs, light switches, counter tops, handles, countertops, keyboard, mouse, faucets and sinks will be cleaned after each subject with disinfectant (alcohol 70% or Hydrogen Peroxide). All employees will use gloves and mask while cleaning.

We will also clean with household bleach mixed with water (5 tablespoons/ 1/3 cup of household bleach with 1 gallon of water) to clean and disinfect the subject table and the coil used. We will leave this solution for 1 minute on the surface and will wipe it off with alcohol 70%. CDC recommends this for fight against Coronavirus. The bleach solution is effective for disinfection for up to 24 hrs. ECG equipment and pulse monitor devices will be disinfected after each use. Response boxes will also be disinfected after each use.

### Subject Handling

All subjects will be accompanied by a research assistant to our lab. Research assistant and the subject will have a mask as well. The mask must always be worn while in the department. We highly recommend the shortest route to the department through the Radiation Oncology Center (ROC) entrance. The subject will be taken to the waiting room and will remain there till they are ready to start the experiment.

### Laundry

Used laundry will be handled with using gloves and mask. We will use our normal laundry disposal as before. We will also switch to as many paper/disposable products as possible.

In case of a known Covid -19 patient or employee in the department, CDC recommends it to shut the room for 24 Hrs. before starting to disinfect the area. Turn off the heating and cooling to the area if possible. Do not use vacuum while there are people in the room.

For any question regarding cleaning and cleaning products, please contact MR Research facility management at 313-745-1391, 313-745-1388, 313-966-2233 or the Department of Health and safety at WSU at 313-577-1200.

Name of the person : \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_; Initials: \_\_\_\_\_

Name of the person receiving the training documents: \_\_\_\_\_:  
Date: \_\_\_/\_\_\_/\_\_\_\_\_

WSU MRI Core	OVPR Department Approval of Phantom Scans	SOP #	Training MR Users and Scheduling
		Revision #	14
		Implementation Date	06282021- JP
Page #	1 of 4	Last Reviewed/Update Date	
SOP Owner	E. Mark Haacke, PhD, Director	Creator:	Pavan Jella, Zahid Latif and Yang Xuan

## APPROVAL for 3T Scanning of Animals, Phantoms and Human Subjects

### MRI Technologists

- a. All MRI Technologists and authorized personnel who are approved to run the 3T Verio must have completed the WayneSafe Training and send a copy of their training report to [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu) Plus they are required to complete the [WSU daily web-based COVID-19 health screening](#) before reporting to work and forward their confirmation to MRC at [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu)
- b. All MRI technologists and authorized personnel who can run the scanner will have to be trained and become familiar with standard operating procedures (SOP) for cleaning the MR Control room and the magnet room.
- c. All MRI technologists and authorized personnel who can run the scanner entering the MR Research facility must wear PPE's (MR safe masks and gloves) and maintain/implement social distancing at all times. No guests or extra visitors will be allowed with adult research subjects. One guardian is allowed to accompany the minor research subjects.
- d. All MRI Technologists and authorized personnel who can run the scanner should make sure no guardians or parents (subjects under 18 years old) are allowed in the control room during the experimental procedures.
- e. All MRI Technologists and authorized personnel who can run the scanner will be provided with PPE.
- f. All MRI Technologists and authorized personnel who are approved to run the scanner will have to screen subjects twice, once at the waiting room and one at the MRI control room for MRI safety and COVID-19 screening.
- g. Check for the MRI safety of the mask for all personnel before entering the scanner. No metal nose pieces in any mask. It must be removed prior to entering the magnet room.
- h. COVID-19 Questionnaire for all research subjects must be filled out 24 hours prior to the scan date. See instructions on how to send MRC the research subject's daily COVID screener electronically.
- i. Clean the following after every subject has been imaged: coils, table, countertops inside the MRI room, mouse, keypad, countertops in the control room and patient chairs, handles and doorknobs.
- j. There will be a 60 min gap in between the scans (mandatory).
- k. Starting, July 5<sup>th</sup> 2021, on the following weekdays (Tuesday and Thursday) fully vaccinated subjects can be scanned with shorter gaps in-between scans. We are reducing the gap time between scans on Tuesday's and Thursday's to 30 minutes given the subject has been fully vaccinated with proper documentation (e.g., CDC Vaccination Record Card). This will allow 5 scans (2hr per scan) per day starting at 9 am – 7 pm. Scans can take a maximum of 90 minutes during this period.
- l. We recommend all MR technologists and authorized users who can run the scanner to carry an additional pair of clothes to change into at the end of the day to reduce the amount of spread (optional).

Name of the person : \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_; Initials: \_\_\_\_\_

Name of the person receiving the training documents: \_\_\_\_\_ : Date: \_\_\_/\_\_\_/\_\_\_

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### MR Users (PI's/Research Assistant/Coordinators/Volunteers)

The following Standard operating Procedure has been divided into three categories:

#### 1. Communication

- a. Make sure to have an appointment before visiting the MR center (on Infinity scheduling system, please see below for instructions on scheduling).
- b. Please make a phone call before arrival for every scheduled research scan appointment.
- c. All MR users who are required by WSU to complete the [WSU daily web-based COVID-19 health screening](#) before reporting to work must do so.
- d. All MR users must forward their WSU daily confirmation email to MRC by forwarding their email to [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu) for MRC records.

#### 2. Subject Handling

- a. Enter the MR Research Facility through the Radiation Oncology Center (ROC) entrance only. This is the shortest route to the MRI control room.
- b. All MR users who have access to the MRI facility (DMC badge) will have to get trained and become familiar with standard operating procedures for cleaning the waiting rooms, mock scanner room and points of entry.
- c. All MR users entering the MR Research facility and handling research subjects must wear PPE's (MR safe masks and gloves) and maintain/implement social distancing at all times.
- d. PI's are responsible to provide PPE's to their lab members and must recommend to their staff that they wear a cloth mask that does not have any metal. Hand gloves should be worn while working in the lab. Wayne State is also supporting all employees by providing masks to those who do not have one. <https://i.wayne.edu/view/5ec44f6386ddf>
- e. All subjects must be taken to the waiting room first and remain there till the Technologist or authorized personnel who are allowed to run the scanner are ready to start the experiment. Please ask subjects to arrive at least 15 minutes ahead of time especially for users who need to use the mock scanner/waiting room for additional testing.
- f. Only one family member/guardian will be allowed with research subjects who are under the age of 18. They are required to stay in the waiting room.
- g. No guests or extra visitors will be allowed in the MR facility for subjects over 18 years old.
- h. We will keep minimum staff and study personnel in the control room at the beginning (2 per lab). If a study group needs more than 2 staff personnel to run the experiment, we will consider this possibility and try to accommodate that if possible.

Name of the person : \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_; Initials: \_\_\_\_\_

Name of the person receiving the training documents: \_\_\_\_\_ : Date: \_\_\_/\_\_\_/\_\_\_

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- i. RA's are responsible for cleaning the patient waiting room and the mock scanner room after using them (Cleaning material will be available for users).
- j. It is the responsibility of the Research Assistant of the lab to fill out the [MRC internal website COVID-19 screening questionnaire online](#) for the research participants entering into the MRI facility. Without one, a research subject will not be allowed into the facility. This will be electronically recorded.

### 3. Scheduling

- a. As we start imaging again, all MR users will have to send their scanning requests to the MR Core personnel.
- b. The MR Core will be responsible to coordinate and schedule MR User scans. The scanning requests will be put on the schedule based on the availability.
- c. The MR users must make sure that all research subjects fill out [the MRC internal website COVID-19 screening questionnaire online](#) on the day of their scan.
- d. Currently, we will have limited access over the weekends due to DMC restrictions. Once this restriction is lifted, we will resume weekend scanning. Until then please use as many weekday slots as possible.
- e. Starting next week (July 5<sup>th</sup> 2021), we are reducing the cleaning time in a phased manner. If your research subject is fully vaccinated with documentation (e.g., CDC Vaccination Record Card), you can schedule your scan on Tuesdays and Thursdays with a mandatory 30 min gap between scans. This will allow 5 scans per day (each 2 hr slots). It is still mandatory to clean all surfaces of the MR Research Facility and follow safety guidelines before the next subject arrives. The timing of the scans is set to the following hours:  
**9:00 am, 11 am, 1:00 pm, 3:00 pm, 5:00 pm.**

**The remaining days of the week will remain the same with 2-3 scans per day.**

These scans will be during the following time slots and are flexible as long cleaning time and air ventilation time is included:

- i. **9:30 am 12:30 pm and, 3:00 pm (and possibly a 6 pm slot).**
- f. MRI sequence testing is strictly done during off-hours. If the scanner is used during early hours, make sure testing is completed 60 min prior to the next scheduled scan.

**Contact Tracing: In case of a COVID positive case that has been detected at the MRC, we will use our electronic record keeping database to notify our users and research participants who have been to the facility during the last 48 hrs. We will reach out to all research subjects/External users 48 hrs after their visit to the MRC if they have developed any COVID related symptoms for tracing.**

Name of the person : \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_; Initials: \_\_\_\_\_

Name of the person receiving the training documents: \_\_\_\_\_ : Date: \_\_\_/\_\_\_/\_\_\_

## **Record keeping for MRI Core Facility (Employees, External users and Research subjects)**

- All WSU employees visiting the MRI Core Facility have to forward their WayneSafe training to the new 3TMRC mailbox **prior** to scheduling a scan or visiting the MRI center.
- All WSU employees visiting the MRI Core Facility have to send their WSU health screening email to [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu) **prior** to visiting the MRI center.

The MRI Core has 5 types of people coming to our facility. They are: WSU Core MRI employees, WSU employees, Service providers from different vendors, Research participants, and Users Not Affiliated with WSU. Our plan below is outlined for screening and record keeping for all these groups.

### **1. WSU Core MRI employees - Dr. Haacke and WSU receive screening record**

- All WSU MRI Core personnel will fill out the Wayne State University daily screening form online <https://forms.wayne.edu/covid-19-screening/>. For all WSU MRI Core Personnel, Dr. Haacke (supervisor) will get an electronic copy of each entry into the facility and each of these will be recorded.
- All WSU MRI Core personnel will enter into the facility through the ROC entrance only.
- All MR Core personnel Waynesafe Training is recorded electronically with Dr. Haacke and Lisa Brownschidle the MRRF administrator. This has been completed by all WSU MRI Core Personnel.
- Daily health screens will be recorded electronically and submitted to the supervisor (Dr. Haacke)
- We will have all the safety procedures in place and posted in the MRI Facility for easy access to all MRI Core users. These individuals will be trained in COVID-19 MRRF safety before resuming operations.

### **2. WSU employees and WSU students – Forward their daily screen email to [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu).**

- All WSU employees will fill out the Wayne State University daily screening form online at the following location: <https://forms.wayne.edu/covid-19-screening/>. Because this electronic copy is not going to be sent to the MRI Core facility supervisor, we request all WSU employees and users to send their WSU health daily screening email to [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu)
- One of the 3T Techs will ensure they receive their WSU health screen email and that they are COVID-19 free. They will not be able to come to the MRC without this being sent to the group mailbox that day.
- All WSU employees using the MRI facility will enter the facility through the ROC entrance only.
- All WSU employees will have to forward their Waynesafe Training completion report to Dr. Haacke, Lisa, Pavan Jella, Zahid Latif and Yang Xuan.
- All screening will be stored electronically in the email.
- We will train all WSU employees on the safety procedures in place at the MRI core and have instructions posted in all rooms.



**3. Service providers from different vendors - NOTE: This group is covered by a separate process.**

This process is already in place and we will follow the WSU COVID-19 Outside Vendor policy for scheduling maintenance and repair.

**4. Research participants – Research Assistants who are part of the scheduled study and WSU Lab/External User will be filling out the internal [MRC daily COVID screener](#) for the research subject. No identifiers will be included.**

- All Research participants entering into the MRI facility will fill out the MRC internal website COVID-19 screening questionnaire online to check for daily health status. Without one, a research subject will not be allowed into the facility. This will be electronically recorded. **(We are working on building this webpage similar to the Wayne State Campus Daily Screener).**
- All Research subjects will enter through the ROC entrance. A WSU MRI Core personnel will escort the subject into the MRI facility for scanning.
- Research subjects are not required to complete the Waynesafe training.

**5. MRI Core Users Not Affiliated with WSU – These individuals will fill out our internal [MRC daily COVID screener](#) to keep their screening records electronically.**

- All External MRI users entering into the MRI facility will fill out the MRC internal website COVID-19 screening questionnaire to check for daily health status. Prior to coming in for scanning, they will forward their COVID-19 safety policy form and submit their COVID-19 questionnaire.
- All external users not affiliated with WSU are required to submit their institution policy before arriving to the MR research Facility for a visit and proof of COVID-19 safety training required by their Institute.
- The user will answer the questions and on the bottom of the form it will state – by submitting this form you are verifying you are free of any COVID-19 symptoms.
- Once the User completes the form it will be dated only for that day and automatically sent to the WSU 3T MRC Group mailbox.
- The Tech running the scanner can check for it that day before their scheduled time.
- All external users will enter through the ROC entrance and will be escorted to the MR Center by a WSU MRI core personnel.
- All external non-WSU users are not required to complete the Waynesafe training.
- MRC staff will train all external users on the safety procedures in place at the MRI core. Instructions will be posted in all MRRF rooms.



## WSU MRC Daily COVID Screener

**Before coming to the WSU MRI Core for any reason, it is WSU policy for the person to answer the questions below.**

In order to protect the health of our community, WSU requires daily health screening by all individuals who wish to be physically present on campus. Before coming to campus, you must first answer the questions below.

This form is valid only for today.

It is mandatory to all WSU Core members, WSU students and WSU employees to fill out and submit their [WSU Campus Daily Screener](#) form and forward a copy of their email confirmation to the MRC core at [mrc3t@wayne.edu](mailto:mrc3t@wayne.edu)

Screening forms are valid only for the day they are requested.  
You must complete a new form each day before you come to campus.

Are you an/a \*

Magnet \*

Email \*

Have you experienced any of the following:

- A new fever (100.4 F or higher) or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
- New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
- New chills or repeated shaking with chills that you cannot attribute to another health condition?
- New loss of taste or smell that you cannot attribute to another health condition?
- Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
- Have you traveled via airplane internationally or domestically in the last 14 days?
- Have you had a COVID-19 test and are currently awaiting results?
- Have you had a positive COVID-19 test in the past 10 days?

- I have at least one of the above symptoms  
 I have none of the above symptoms

*Privacy notice:*The information you provide when filling out this screener will be shared with certain people.

- **If you answer “No” to all of the questions, then a message will be sent to the MR Core Technologists, stating that you are cleared to come to the MR Research Facility.**
- **If you answer “Yes” to any of the questions, you are not cleared to come to the MR Research Facility. Please contact your health care provider or go to your nearest Urgent Care to get tested for COVID and reschedule your MRI appointment with the study coordinator.**



**WAYNE STATE**  
Division of Research

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## Wayne State University Specialized Research Instrument Service Provider

### **Prior to the visit, the WSU host must supply the service provider with:**

1. The WSU Covid-19 safety requirements.
2. Guidance and instructions for completion of the WSU daily health screen and authorization (see below).
3. Building specific instructions regarding:
  - a. Host escort to the work site from the building entrance. Service provider must be escorted from the building entrance to the work site. The service provider should be provided with the name of the escort and information for notification of the host upon arrival.
  - b. Designated entry times.
  - c. Designated entry and exit doors.
  - d. Traffic flow patterns (hallways and stairways)
  - e. Elevator usage.
  - f. Restroom usage.
  - g. Wearing masks.
4. Room/lab specific procedures to maintain social distancing, including
  - a. Temporary relocation of occupants (e.g. to access specific equipment for repair or testing).
  - b. Contactless interactions (client signatures etc.).
  - c. Limited direct interactions and communications.
5. A request for service providers to provide a statement of the safety measures implemented by the vendor to protect customers.

### **Prior to the visit, the service provider must supply WSU with:**

1. A copy of the service provider's customer protection measures (PPE, health screens etc.).
2. A daily copy of the WSU health safety survey for each worker visiting campus (see below).
3. Certification of approval to enter the WSU Campus.

WSU MRI Core	OVPR Department	SOP	Vendor Visits
		Revision #	3
		Implementation Date	8/1/2020
Page #	1 of 1	Last Reviewed/Update Date	7/1/2021
SOP Owner	E. Mark Haacke , PhD, Director	Creator:	L. Brownschidle

## Standard Operating Procedure – 3T Outside Vendor Service Visits

1. Email WSU COVID screening/policy documents and information to service vendor contact to request for a service visit.
2. All Maintenance and /or routine service visits will need to be scheduled for a specific date and time. Initial paperwork from the vendor will need to be sent to the MRC representative who files their paperwork.
3. Vendor employee will need to fill out the WSU COVID-19 screening form for their scheduled date. Before the service person arrives at WSU, they will need to email the daily screener form to the MRC employee and fill out the below online screener forms.
  1. MRC Vendor Service Request: [http://mrc.wayne.edu/covid\\_new](http://mrc.wayne.edu/covid_new) (MRC record keeping)
  2. WSU visitor daily screener: <http://go.wayne.edu/guest> (WSU record keeping).
4. The employee from the MRC will meet Service Vendor at the Harper Hospital Main entrance located at 3990 John R Street, Detroit Michigan 48201. They will escort them to and from the work site. The service provider will be provided with the name and contact information of the MRC escort.
5. Both the MRC employee and service provider will be wearing masks and follow appropriate social distances measures.
6. The MRC escort will let the service person into the work site area. All work site areas will have any other people removed from the area if a 6 foot distance is not available.
7. Once the service is completed the MRC employee will escort them to the out of the area to the ROC entrance.
8. The lab area will be disaffected with alcohol spray
9. Service reports are sent by email to the MRC.

WSU MRI Core	OVPR Department	<b>SOP</b>	7T Vendor Visits
		<b>Revision #</b>	1
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<b>SOP Owner</b>	B. Berkowitz, PhD 7T Manager	<b>Creator:</b>	Robin Roberts

## Standard Operating Procedure – 7T Outside Vendor Service Visits

1. Email WSU COVID screening policy and website information to service vendor contact to request for a service visit.
2. All Maintenance and /or routine service visits will need to be scheduled for a specific date and time.
3. Vendor employee will need to fill out the WSU COVID-19 screening form for their scheduled date. Before the service person arrives at WSU, they will need to email the daily screener form to the MRC employee and fill out the below online screener forms.
  1. MRC Vendor Service Request: [http://mrc.wayne.edu/covid\\_new](http://mrc.wayne.edu/covid_new) (MRC record keeping)
  2. WSU visitor daily screener: <http://go.wayne.edu/guest> (WSU record keeping).
4. An employee from the MRC will meet Service Vendor at 421 E. Canfield, Elliman building. They will escort them to and from the work site. The service provider will be provided with the name and contact information of the MRC escort.
5. Both the MRC employee and service provider will be wearing masks and follow appropriate social distances measures.
6. Only one person will use the elevator at a time to go down to the 7T lab. The other will use the stairs or wait for the next elevator.
7. The MRC escort will let the service person into the work site area. All work site areas will have any other people removed from the area if a 6 foot distance is not available.
8. Once the service is completed the MRC employee will escort them to the out of the area Elliman building.
9. The lab area will be disinfected with Accel TB spray.
10. Service reports are sent by email to the MRC.

WSU MRI Core	OVPR Department	SOP #	7T Daily Cleaning
		Revision #	1
		Implementation Date	6/1/2020
Page #	1	Last Reviewed/Update Date	7/2/2021
SOP Owner	E. Mark Haacke, PhD, Director	Creator/Amend:	R. Roberts

## Standard Operating Procedure – MRI Scanner Room 7T Daily Cleaning

1. Masks will be worn upon building entry. Only one user will be allowed in the 7T at a time.
  2. Upon arrival user will put on appropriate PPE: gloves, mask, lab coat.
  3. User will disinfect all touchable surfaces with the Accel Tb provided.
  4. Before leaving for the day, the user will again disinfect all touchable surfaces will Accel Tb.
  5. User will put the garbage in the hallway for the custodian after clean-up.
  6. User will sign off on the cleaning sheet provided.
  7. User will lock up the 7T lab when leaving
-