



Standard Operating Procedures

Phase 2: Stanford Subjects Scanning

Stanford Lucas Center for Imaging

STANFORD
UNIVERSITY



These SOPs will be available on the Lucas Center website and in the scan suite, and must be read and followed by the operator and participant.

1. Principles/Introduction

Safety of all persons in the Lucas Center is paramount in governing operations. Such persons include

- Researchers with facilities in the building: faculty, trainees, staff;
- Visitors: service center users, other researchers in wet or dry labs.

It is important to note that the Lucas Center supports research activities beyond the MRI scan operations; therefore other researchers may be encountered. Face masks, handwashing hygiene, social distancing and space density limits must be maintained at all times.

The Lucas Center will undergo a disinfection procedure every morning that will focus on the hallways, restrooms, high-touch surfaces and scan suites.

This is a pilot human subjects project being conducted at the Lucas Center and CNI, which is limited to one operator and a scan participant that is a member of the operator's same lab. Any feedback on these procedures (how well it works and suggested improvements) will be made available as guidance for further return of research in MRI scanning to campus.

We do not scoff at disinfection/PPE/physical distancing requirements or relax any limitations of operation that could affect safety. If you are cautioned by another that you missed a step, the *only acceptable response* is "Thank you", and remediation.

2. Startup Approval

All phase 1 research requires approval by researcher's home department, for example RadResearch.Stanford.edu for Radiology investigators. Lucas policies described herein must be followed. Additionally, basic hygiene for handwashing, distancing, and face covering is a Stanford [required course](#) in order for any Stanford employees- staff, PIs and trainees- to resume research at Stanford.

3. Scheduling

The usual scheduling system is in use.

- The **scan operator's name** (not the scheduler's) will be entered in the comment field.
- Priority for urgent needs occasioned by the hiatus will be accommodated to the extent possible by arrangement with Karla.
- There must be one hour slots left between scheduled scan sessions to accommodate disinfection procedures and room air exchange.
- "**Subjects are exclusively Stanford affiliates** who are authorized by their departments and/or schools to be on the same campus location as the research facility for allowable business, and are registered in ORMS." All standard approvals (e.g. IRB) must be in place. Please see <https://cardinalrecovery.stanford.edu/research/research-recovery/> for other requirements that must be met.
- The schedule will require you to acknowledge reading these SOPs and abiding by them.

4. Training

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All operators will need mandatory training on how to perform disinfection of the scan facilities. The technologist Karla or Kevin will meet *first-time-back* researchers at the scanner to provide training.

5. Scanning Procedures:

A. At Lobby: All Stanford employees are required to sign in daily with the Stanford [HealthCheck App](#) in order to enter a Stanford building, and you may be asked to display the Onsite Access Badge you are sent for the day. In addition, the Lucas Center requires that a QR code be read at the door and your name or Sunet ID entered on your phone when entering AND leaving, as shown here (right code). The HealthCheck should be done at home, but the code on the left will bring you to it in case you forgot. Mask and social distancing, as well as density requirements of 1 person per 250 sq. ft. must be employed at all times. **Only one operator is allowed** to be in the suite for this Phase 1.



B. Foot traffic: Arrive at Lucas no earlier than 15 minutes before scheduled time, and leave no later than 15 minutes after end of scheduled scan time. This will provide adequate time to check in and disinfect the scan suite. Ingress will be controlled as follows.

3T1: Operator and scan subject will enter door by loading dock, take stairway down to basement.

3T2, 3T3: Operator and scan subject will enter lobby door.

7T1: Operator and scan subject will enter sub-basement door in light-well closest to 7T1.

Hand sanitizer outside door will be employed before entering scan suite. Only scan suite restrooms will be used.

C. At scanner control room: Before scan- Operator will wash hands. Masks for participant and operator must be verified by magnet test not to be ferromagnetic (some masks contain ferromagnetic metal tabs to conform mask to nose). If magnetic, ask Karla for a new mask before entering the magnet room, or how to remove the metal tab from the mask, for BOTH operator and participant. Wipe anything operator will touch (computers, counters, etc.) with Saniwipes or other provided disinfecting materials. The usual MRI procedures with participant will be followed (IFC, changing clothes, etc.). Operator will don gloves and personal face shield in preparing to put participant in magnet.



D. In scan room:

- Preparation before subject enters: Wipe all components to be used (scanner, table, coil, squeeze ball, pads, cables, button box, physiological monitoring devices, etc.). Coil will be covered with towel/pillow case while transporting to the magnet and removed when in place.
- Landmarking subject: As usual, but expedite without compromising safety or proper setup for the scan. Face shield must be employed by operator. Participant must wear mask continuously during scan.
- Face shield may be removed after leaving scan room.

E. After scan:

- Operator dons face shield and gloves to remove scan participant from magnet; discards gloves after participant is removed from magnet room. Coil will be disinfected and covered with towel while replacing on the shelf to avoid contamination from airborne particles.
- Wipe everything else operator and participant have touched, including scanner, accessories, computers, doorknobs.
- Data are secured as usual with scp or Flywheel, but no processing can occur on site.
- Disinfect bathroom if used.
- Operator cleans face shield and replaces it in drawer or takes with. Operator and participant will wash hands at conclusion.

F. Social distancing, population density limits, masking and hand hygiene are required when leaving the scan suite, using the ingress path. Don't forget to check out by reading the QR code when leaving the building.