



Standard Operating Procedures

Phase 2: Animal Scanning

Stanford Lucas Center for Imaging



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

1. Principles/Introduction

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

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

Scanning of large animals requires a team of vets, vet techs, Lucas techs, scanner operators and others, which will violate the population density requirements of Stanford. Therefore these SOPs must be read and followed.

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 research requires approval by the researcher’s home department, for example RadResearch.Stanford.edu for Radiology investigators. In addition, 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., as well as the HealthCheck app.

3. Scheduling

The usual scheduling system is in use.

- The **scan operator’s name** (not the scheduler’s) must 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.
- The schedule will require you to acknowledge reading these SOPs and abiding by them.

4. Training

Scan 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 Snet 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, hand hygiene must be employed at all times. The minimum number of investigators are allowed to be in the suite, and

Researchers must have at least a procedure mask or N95 mask (no cloth masks) and will be required to wear a magnet-safe face mask when density limitations are exceeded.



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 disinfection of the scan suite.

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

C. At animal surgery suite (P128) and 3T3 scanner suite: Because preparation of the animal in the surgical 3T3 Prep area and magnet room will require close proximity of multiple persons that will exceed the permitted population density, a face shield will be required to be continuously worn by all, in addition to face masks. Remote monitoring will be employed when feasible to reduce the number of investigators that must be proximal. For example, the animal physiologist should place the readout monitor as far as possible from other essential workers in the control room. Whenever able, personnel will spread as far apart as possible while maintaining safety of the animal, e.g., to adjacent rooms when not immediately needed. Disinfection, hand hygiene and other cleaning procedures will be closely followed as explained by Karla or Kevin.



D. After scan:

- All scan accessories, animal monitoring equipment and scanner will be disinfected.
- Wipe everything else operators 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.
- Investigators will clean face shields using isopropyl or Saniwipe and take with in plastic bag.

E. Social distancing, population density limits, masking and hand hygiene are required when leaving the scan suite. Do not linger in the halls or lobby. Don't forget to check out by reading the QR code when leaving the building.