



Standard Operating Procedures

Phase 1: Phantom 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.

1. Principles

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

- Residents of the building: faculty, trainees, staff, administrators;
- 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.

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](https://www.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.

Users that are non-Stanford employees will arrange with the Center to submit approval forms to the Radiology Dept. They will be treated as visitors and required to undergo the screening/attestation process at the lobby.

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.

4. Training

All operators will need mandatory training on how to perform disinfection of the scan facilities. The technologists will meet first-time 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 your 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 will enter door by loading dock, take stairway down to basement.

3T2, 3T3: Operator will enter lobby door.

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

Only scan suite restrooms will be used.

C. At scanner control room: Before scan- Operator will wash hands. Wipe anything operator will touch (computers, counters, etc.) with Saniwipes or other provided disinfecting materials.

D. In scan room: Wipe all components to be used (scanner, table, coil, pads, phantom, etc.).

E. After scan: Wipe everything operator has touched, including scanner/accessories, computers, doorknobs. Coils and phantoms will be disinfected and covered with sheets after replacement on shelf to avoid contamination from airborne particles. Disinfect bathroom if used. Operator will wash hands at conclusion. Masks must be worn throughout visit, and may be disposed of in lobby.