The most critical aspect of operation of the Purdue MRI Facility is the safety of all operators, subjects, experiment participants and observers. The following outlines the steps that are to be involved in standard operation of the MRI.

MRI Logbook
InnerVision West management has requested that all individuals who intend to enter or pass beyond the MRI Console Room sign an MRI Logbook that is to be located on the top shelf of the cabinet above the nurse’s station computer. It is the duty of the Primary and Secondary Operators to verify that all individuals accompanying them into the Console and/or Scan Rooms fulfill this request.

Safety Screening Questionnaires
No individual may enter the MRI Console Room without having completed two questionnaires, one for InnerVision West, and one for the Purdue MRI Facility (BME-IFC Document MR-SP-2: “Safety Screening Questionnaire”). To facilitate completion of these documents, both will be made available on the same shelf as the MRI Logbook.

The completed questionnaires will be kept on file by their respective entities. When an individual makes an entry in the MRI Logbook, s/he is to be asked if any changes to answers previously given on the questionnaires have taken place. Subsequent to any such change, new questionnaires must be completed.

Metallic or Magnetic-Sensitive Objects
It is the desire of the InnerVision West management that no metal go into the MRI Console room. Belongings may be left at the nurse’s station or in lockers that are to be available in the changing area (for those individuals who wish to securely store their belongings).

Safety Check
Standard practice is for all Primary and Secondary Operators to confirm MR safety conditions with any individual who will enter the MRI Scan Room, either as subject or observer.

This should include verification that the individual has removed any objects or materials that are likely to experience a force due to the magnetic field of the imager (recall: $3.0T = 60,000$ times the strength of the earth’s magnetic field).