

University of Minnesota
Center for Magnetic Resonance Research
Policy
Scanner Data Policy

SOP Number / Version: POL014 / Version 2

Approval Date: 17 July 2018

Implementation Date: 17 July 2018

Author/Owner: Jeramy Kulesa

Approval Signatures	Date
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

1 Purpose

The purpose of this policy is to define what should be done with your data at the conclusion of your scanning session.

2 Scope

This procedure will apply to all personnel who utilize CMRR's MR scanners.

3 Responsibility

It is the responsibility of all personnel who perform the functions listed in Section 2 to adhere to this SOP.

It is the responsibility of the owner/author listed above to review the content of this SOP for accuracy and continued applicability on at least an annual basis.

4 Procedure

4.1 Data Policy

Raw and DICOM data may be deleted at any time after a researcher leaves the scanner. It is the responsibility of the researcher to transfer data before the end of their time slot and ensuring successful completion of the transfer before leaving. As a courtesy to other researchers, if at all possible data less than 10 days old is kept on the console. However, if the database is (or will become) full and prevents the next researcher from scanning, all researchers are authorized to delete data from the console, starting with the oldest data.

4.3 Possible Exemption

Researchers can mark studies as “protected”, which will prevent accidental deletion. If possible, anyone deleting data will avoid deleting the protected studies. However, if the database is full, any user may un-protect and delete data.

4.4 Compliance

Excessive misuse of protected studies will require the system manager to regularly delete data.

5 References

N/A

6 Forms and Templates

N/A

7 Appendices / Tables

N/A

8 Revision History

Version Number	Approval Date	Change from Previous Version
2	7/17/2018	No Changes