

**University of Minnesota
Center for Magnetic Resonance Research
Standard Operating Procedure
Reporting Equipment Problems**

SOP Number / Version: SOP015 / Version 1

Approval Date:

Implementation Date:

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

1 Purpose

The purpose of this procedure is to define the process for reporting scanner equipment problems for MR systems at CMRR.

2 Scope

This procedure will apply to all personnel who are involved in conducting research on MR systems at CMRR.

3 Definitions

Standard Operating Procedure	A document providing detailed written procedural instructions to achieve consistency and uniformity of the performance of a specific function.
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4 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.

5 Procedure

5.1 3T Equipment

Correction of all scanner software issues should first be attempted by rebooting the MRI scanner. Contact the MRI technologists or MRI physicist if the issue persists. In the event that the scanner is still not functioning and a technologist/physicist is not available, send out an email to the 3T users list at cmrr-3t-magnet@lists.umn.edu

Contact the MRI technologist(s) immediately in the event of broken or missing equipment scanner equipment including RF coils. Send an email to the 3T users list notifying everyone of the problem.

5.2 7T Equipment

Researchers who encounter failure of non-Siemens equipment such as RF coils or “half-pipe” T/R switches should notify three parties: 1) the contact person listed on the coil information sheet (located where the coil is stored), 2) the relevant list (7T or 7T/AS lists) , and 3) Virtumed who will repair the item. If at all possible, the equipment should be delivered to the electronics shop.

Researchers who encounter failure of Siemens equipment should contact Eddie Auerbach or Andrea Grant for major equipment failure (amplifiers, computers, etc). For minor equipment problems (ecg, pulse-ox, or respiration monitors) can be reported directly to Siemens Up-Time by calling the number located on the main power box in the control room. In all cases the researcher should email the relevant 7T list(s) to notify the community.

5.3 Magnet Quench

In the event of a scanner quench evacuate all personnel from the scanner room and immediately notify the relevant individuals.

3T

Safety Officer (Jeremy Kulesa)

MR Technologists

MR Physicist (Bryon Mueller)

Systems other than 3T

Safety Officer (Jeremy Kulesa)

Gregor Adrian

Peter Anderson

Eddie Auerbach

Andrea Grant

N/A

7 Forms and Templates

N/A

8 Appendices / Tables

N/A

9 Revision History

Version Number	Approval Date	Change from Previous Version