

Appendix VI: Center for Cognitive and Behavioral Brain Imaging Access Policies

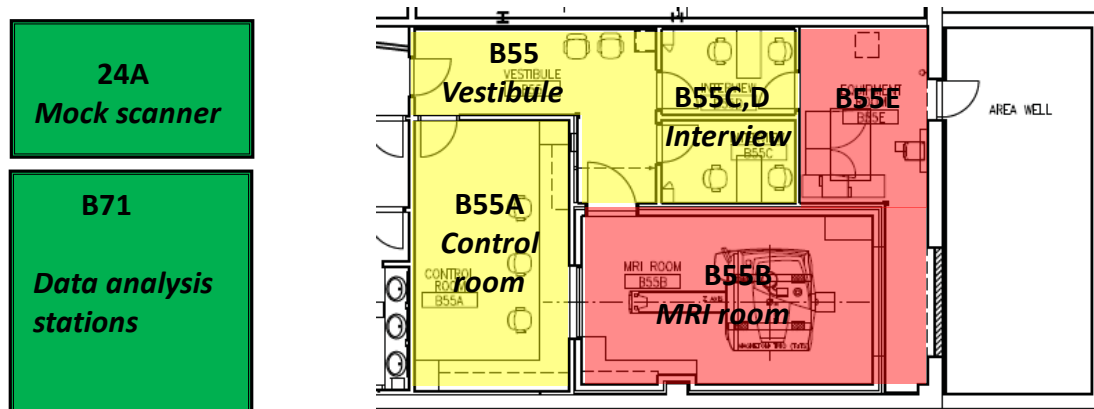
Levels of Access and Requirements

The accessible zones of the Center for Cognitive and Behavioral Brain Imaging (CCBBI) are labeled in different colors in the diagram below. The green zone includes the mock scanner room (24A) and the data analysis workstations (B71). The yellow zone includes vestibule (B55), two interview rooms (B55C and B55D), and the control room (B55A). The red zone includes the MRI room (B55B) and the equipment room (B55E).

Level 1 access is limited to the green zone only, and is granted to relevant personnel of any approved and on-going study at the CCBBI for the duration of the study, as designated by the PI.

Level 2 access covers yellow zones. In addition to the requirement for Level 1, the additional requirement for Level 2 access is that the person must complete and sign either a visitor screening form or MRI screening form, and pass a screening interview with CCBBI staff. Level 2 access is granted only between 8:00AM to 5:00PM on workdays. Entry to the yellow zones must be approved by Center staff. Off-hour access must be approved by the Director of CCBBI.

Level 3 access covers the red zone. Access to the red zone must be accomplished by CCBBI staff.



Other Requirements for All-Level Access

All card-key holders must sign a statement, which says that entries to the CCBBI are logged and recorded, and those who are in the CCBBI can be held responsible for events that happened during their presence.

Users must sign in and out during off hours.

Since accessing the CCBBI involves basement access, all users must follow the rules for basement access (except for the mock scanner room).

Access Revocation

In the rare case that a person violates the access policy, the person will receive a warning for the violation. Repeated violation will result in access revocation.

Access renewal

All accessibilities are subjected to annual renewal. Unless otherwise stated, all card-keys are set to expire on 9/30 each year. PIs and/or supervisors will be notified with a list of personnel under their supervision three months prior to the expiration date. The Physics Manager or his/her designate will be responsible for this notification process.

Card-key access will be automatically renewed on the expiration date only if the following prerequisites are met prior to the expiration date: i) approval by the PI with an on-going study or by the CCBBI staff (Level 1), ii) completion of a refresher class on safety (Level 2), and iii) for certified scanner operators, completion of the annual re-certification process (Level 3).

Questions?

Please refer to the MRI Safety Manual for references and additional information. If you have any questions regarding accessibility, contact us at 614-292-8911 or 614-292-1847.