System Modification

Category: Center for Imaging Research Operational Procedure
Procedure #: CIR.SOP.3
Applies to: Investigators, study personnel, MRI staff

PURPOSE
Outline the guidelines, procedures, and documentation required for making modifications to a MR system's configuration. Mitigating the risk of introducing errors, vulnerabilities, or disruptions to an MR system.

POLICY

A. Undocumented modification of the MR system (i.e., shell scripts, installing prototypes) is prohibited.
B. PI’s may provide written requests to the CIR Faculty Technical Council (which meets weekly) for approval of MRI system modification processes.
C. Permission is only required at the onset of a given project (i.e., a pulse sequence or reconstruction development project).
D. Permission is not required for every new modification unless it represents a substantial deviation in system or equipment use from the original proposal.
E. Approval for a system modification must receive a majority vote of the CIR Faculty Technical Council and responses will be provided in writing.
F. All unapproved modifications will be immediately deleted, with a $1,000 administrative fee charged to the individual responsible for the modification.
G. Concerns regarding system modifications decisions made by the CIR Faculty Technical Council can be expressed in writing by CIR members to Dr. Vince Mathews, chair of Radiology, who provides oversight of the CIR.