BIC Facilities Access

Introduction

The steps below assume that you are a new researcher (student, postdoc, visiting scientist, etc.) and that you have an official University of Texas at Austin appointment. If that is not correct, please contact the BIC staff for assistance. Some of these steps you have probably already done. But there are undoubtedly things that you haven’t. By going through this list, and following the instructions at each step, you should be able to effectively navigate the BIC’s user requirements.

First Steps

These things should be done first as several of the steps that follow require these to be finished.

1. Obtain an EID
2. Obtain a UT-Austin ID card

Level 1 Safety Training and Facility Access

Somewhere around the second week of every academic term (Spring, Summer, and Fall), the IRC hosts Safety and Training Week. If at all possible, please try to be ready to attend the courses offered at that time. We understand that sometimes new people join research groups at inconvenient times, and we try to the best of our abilities make accommodations for them. But for a variety of reasons, it has become arduous for IRC staff to offer training on an as-needed basis. So, outside of highly unusual circumstances that need to be justified and will be considered on a case-by-case basis, the BIC only offers Level 1 training, and Level 2 lectures during BIC Safety and Training Week. So, please become familiar with when it is offered and how it works by reading its wiki page.

1. Register for Level 1 training and attend to obtain facility access. Once you’ve passed Level 1 training, please fill out this form in order to get building security system access.
2. Watch safety video online.
3. Verify that you have access by testing your UT ID card on the appropriate door(s) at least 48 hours before you absolutely need it.
4. Request after-hours NHB access if you need it.

Administrative Needs

1. Sign up for an account on the BIC’s online scheduling system.
2. Follow the Getting Started steps on the REDCap T&T page.

Advanced & Optional Level 2 Training: MRI Operator

1. Start the Level 2 certification process
2. Resource usage fee tables

Routine Access to Facilities in NHB

MRI Area Classifications:

With the exception of the waiting area at the IRC, the IRC facilities are restricted. Permission must be granted by an IRC staff member or researcher for access to areas within the IRC. Persons not having UT credentials must be escorted when in the restricted areas unless specific access has been granted by the IRC Director. Figures 1 shows the controlled areas.

Access to the IRC is controlled by electronic card readers, biometrics, and key locks, allowing access for MRI safety trained individuals such as IRC staff and users. Other individuals, such as visitors and research subjects may only enter the IRC under escort by a qualified member of the IRC staff or a trained user. Entry into Areas A and B is further restricted. There are three purposes for controlling access to these areas:

1) to control the entry of ferromagnetic items and other materials which might cause injury to research subjects, personnel, or equipment
2) to preclude persons with medical conditions that may be aggravated by the static magnetic field of the MR system from entering into the field
3) to prevent untrained individuals from disturbing or tampering with the MRI equipment.

Figure 1: NHB Facility Layout
<table>
<thead>
<tr>
<th>Area Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area A</td>
<td>Magnet Rooms</td>
</tr>
<tr>
<td>Area B</td>
<td>Control rooms and MR equipment rooms</td>
</tr>
<tr>
<td>Area C</td>
<td>Scan prep areas</td>
</tr>
<tr>
<td>Area D</td>
<td>Waiting area</td>
</tr>
<tr>
<td>Area E</td>
<td>All remaining unclassified areas (uncolored)</td>
</tr>
</tbody>
</table>

**Area A:**
Access to Area A (magnet room) will be restricted to level 1 and 2 users, and those individuals who have been briefed and screened by a level 2 user. Only level 2 users shall be granted card swipe access to area A. Metallic items, wallets/purses, hearing aids and other items that could become projectiles and/or be damaged by the static magnetic field will be secured in personal storage lockers before entering the control room. The level 2 certified user on duty has the responsibility to restrict access to Area A only to individuals who have been properly screened, and to ask individuals acting in an unsafe manner to leave the room. The level 2 certified user must be in the magnet or control room when the magnet room is occupied by a non-level 2 trained user.

Casual staff will not be allowed in the magnet room unless screened and supervised by the level 2 certified user. Only cleaning equipment specifically designed for use in the magnet room, or approved by the Operations Administrator will be allowed into the magnet room.

Magnetic and metal objects will not be allowed into the IRC magnet room unless prior arrangements have been made with the Operations Administrator and specific safety precautions have been taken. During use of the magnet room, its door is to be kept closed as much as possible to reduce the possibility of inadvertent entry.

When a subject is being inserted into the magnet or being removed from the magnet, two people are required to be present in the control room; one being the level 2 certified user. While the subject is in the magnet, the level 2 user shall not be left alone for more than five minutes at a time.

**Area B:**
Access to Area B (control room and MR equipment room) is limited by an electronic card reader and/or keyed door. Only level 2 certified users and senior staff members will have direct access to area B. Level 1 certified users may occupy the control room alone with the explicit permission of a level 2 certified user on the premises. In this case, the allowing level 2 user assumes full responsibility as s/he would if actually in the room. Under no circumstances will non-certified users (subjects, visitors, etc.) occupy the control room without a level 2 certified user physically in the control or magnet room.

Access privileges to the MR equipment room are the same as the control room. However, the level 2 user should take special care when granting access. Only those users who understand the use and operation of the equipment in that room should touch anything.
Area C:
Access to Area C (scan preparation area) is limited by an electronic card reader. All non-certified people must be escorted into the area, and accompanied at all times by a certified researcher or senior staff member.

Areas D and E:
Access to Areas D and E can be granted by any certified user or IRC staff. Since there are minimal risks associated with these areas, there are no special requirements for those that enter. However, the person granting access should make sure that those that are granted access understand that they may only occupy Areas D and E.