Standard Operating Procedures

Purpose

This page provides links to all Standard Operating Procedures and Policies.

Introduction

The IRC strictly follows the official procedures and enforces the policies referenced on this page. This version is kept current, and the revision date is used for version control. Normally, advance notice is given for any changes to the procedures below, but occasionally extraordinary circumstances require immediate changes without notice. Before requesting information from BIC staff, we ask that you first read these procedures to try to find the answer.

Table of Contents

- 1. Organizational Structure
 - a. Introduction
 - b. BIC Staff
 - c. Users, Subjects, and Visitors
 - d. Definitions of User Types
- 2. Scheduling of Resources
 - a. BIC Billable Resources and their Associated Fees
 - b. Online Scheduling System
 - c. Scheduling and Cancellation of Reservations
 - d. Time Overruns
 - e. Violations of Scheduling Policies
- 3. BIC Parking Spaces
- 4. Safety Policies
 - a. Facilities Access
 - b. Emergency Access to Facilities
 - c. Magnet Quench
 - d. Signage in the BIC
 - e. Training Procedures
 - f. Phantom Studies
 - g. Human Studies
 - h. Animal Studies
 - i. Custodial Access
 - j. Use and Storage of Potentially Hazardous/Bio-hazardous Material
 - k. Violations of Safety Policies
 - I. Appendices
- 5. Emergency Procedures
 - a. Medical Emergency
 - b. Fire Emergency
 - c. Any Non-Instrument Emergency
- 6. Incidental Findings
- 7. Minors Participating in Imaging Studies